

Broward Community College



2005 - 2006 Student Handbook Planner

FROM THE PRESIDENT



BROWARD COMMUNITY COLLEGE

Opening doors to a brighter future

Office of the President • Willis Holcombe Center • (954) 201-7401 • Fax (954) 201-7357

WILLIS HOLCOMBE CENTER
111 East Las Olas Blvd.
Fort Lauderdale, FL 33301

A. HUGH ADAMS CAMPUS
3501 S.W. Davie Road
Davie, FL 33314

NORTH CAMPUS
1000 Coconut Creek Blvd.
Coconut Creek, FL 33066

JUDSON A. SAMUELS CAMPUS
7200 Hollywood/Pines Blvd.
Pembroke Pines, FL 33024

**INSTITUTE FOR
ECONOMIC DEVELOPMENT**
111 E. Las Olas Blvd.
Fort Lauderdale, FL 33301

PINES CENTER
16957 Sheridan St.
Pembroke Pines, FL 33331

MIRAMAR CENTER
7451 Riviera Blvd.
Miramar, FL 33023

TIGERTAIL LAKE CENTER
580 Gulfstream Way
Dania Beach, FL 33004

Dear Student:

Welcome to Broward Community College!

For more than 40 years, Broward Community College has been preparing students to take that next step in life - whether to an upper-division college or university or to a rewarding career. BCC's mission is to provide high quality education programs and services that are affordable and accessible to a diverse community of learners. Supported by our District Board of Trustees and the community, a dedicated faculty and staff fulfill this mission through their commitment to student achievement, lifelong learning, academic excellence and the use of current technology.

I began my higher education at a community college and I know the crucial role they play in the lives of their students and the well-being of our communities. Our students represent a wide variety of cultures, ages and experiences. You'll hone your critical thinking skills in lively classroom discussions where participants bring a global perspective.

On behalf of the entire college family, let me extend a most cordial welcome.

Sincerely,

Larry A. Calderon
President



www.broward.edu

"AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION"

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BOARD OF TRUSTEES



Seated, left to right: Cheryl Krause, Lourdes L. Garrido
Standing, left to right: Levi Williams, Georgette Sosa Douglass (Vice Chair), Paul Tanner (Chair)

MISSION STATEMENT

The mission of Broward Community College is to provide high quality educational programs and services that are affordable and accessible to a diverse community of learners. Supported by the Board of Trustees and the community, a dedicated faculty and staff fulfills this mission through its commitment to student achievement, lifelong learning, academic excellence, and the use of current technology.



President
Broward Community College

Dr. Larry Calderon
201-7401

STUDENT LIFE OFFICES

The Student Life offices are located in Building 68 on South Campus, Building 46 on North Campus, the First Floor at the Willis Holcombe Center, and in Building 19 on Central Campus. Student Life provides students with a variety of extracurricular and co-curricular experiences. Please consult the office on your campus for office hours. Services provided by the Student Life offices may include bulletin boards, lost and found, game room, recreation equipment checkout and applications for new clubs and organizations. In addition, information is available on all clubs and organizations, leadership retreats, special events, and intramurals. All of these programs and services are available to any current student possessing a student ID card. For more information, contact your local Student Life Director.



North Campus
Mareta Sizemore
201-2325



South Campus
Gerri Romero
201-8997



Central Campus
Charles Lyle
201-6967

Pines Center
Karen Young
201-3605

WHC
Sue Hawk-Finn
201-7377

STUDENT ID CARDS

It is BCC's policy that all students enrolled in degree and certificate programs must obtain and carry the BCC card. The BCC card is primarily used for identification, for using College services, and to access extracurricular activities including special events and intramural sports. The BCC card may be obtained in the Student Life area of each campus/center. Hours are subject to change.

North	Central	South	Pines Center	WHC
Bldg. 46-134	Bldg. 19-106	Bldg. 68	Bldg. 100-107	Bldg. 33-221
201-2325	201-6756	201-8869	201-3601	201-7666
Mon-Thur:	Mon-Thur:	Mon-Thur:	Mon, Wed: 8 am	Mon-Thur: 9 am
9 am - 7 pm	8:30 am - 7 pm	8:30 am - 7 pm	- 6:30 pm	- 7 pm
Fri: 9 am - 4 pm	Fri: 8:30 am - 3 pm	Fri: 8:30 am - 4 pm	Tues, Thurs:	Fri: 9 am - 4 pm
			8 am - 3 pm	
			Fri: 10 am - 2:30 pm	

The area code for all BCC phone numbers is 954, unless noted.

CAMPUS DIRECTORY

North Campus

Provost	Dr. Carolane Williams	201-2202	Bldg. 49-200
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Deans:

Academic Affairs	Dr. Hettie Williams	201-2230	Bldg. 49-200
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Business Affairs	John E. Thornton	201-2403	Bldg. 49-200
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Student Affairs	Peter Barbatis	201-2300	Bldg. 46-219
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Associate Dean of Student Affairs	Frank Kurz	201-2305	Bldg. 46-218
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Advisement/Counseling	201-2305	Learning Resources	201-2260
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Admissions	201-2240	Library	201-2253
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BCC Emergency Hotline	201-4900	Mathematics	201-2283
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Bookstore	201-2225	Math Lab	201-2391
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Business Administration	201-2365	Mentor Program	201-2367
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Cashiers Office	201-2213	Omni Auditorium	201-2249
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Campus Safety	201-2229	Open College	201-6564
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Career Center	201-2272	Reading/ESL/SLS	201-2321
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Communication/Fine Arts	201-2370	Reading Lab	201-2392
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Computer Lab	201-2255	Registration	201-2245
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Continuing Education	201-2204	Science	201-2284
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Disability Services	201-2313	Soc./Behavioral Sciences	201-2263
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English	201-2385	Student Affairs	201-2300
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Engineer Tech/Comp Sci	201-2324	Student Government	201-2461
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Financial Services	201-2330	Student Life	201-2325
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Honors Institute	201-2236	Student Success	201-2367
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Institute of Public Safety	201-2218	Veterans Affairs	201-2330
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International Education	201-2207	Weekend College	201-6564
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Intramural Sports	201-2437	Wellness Educ./Athletics	201-2314
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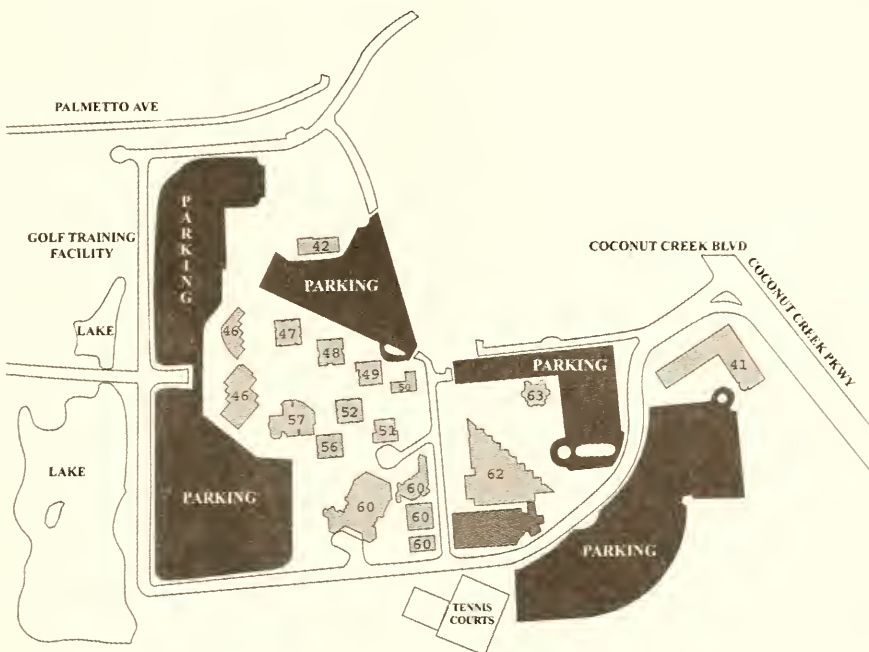
Job Placement	201-2282	Writing Lab	201-2279
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Language Lab	201-2262		
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CAMPUS MAP

North Campus

1000 Coconut Creek Boulevard
Coconut Creek, FL 33066



Bldg #		Bldg #	
41	Health Science	51	Business Administration
42	Physical Plant	52	Classrooms/Math Lab
46	Student Services	56	Social/Behavioral Science
47	English/Communication/Reading/ESL	57	Mathematics/Science
48	Engineering Technology/Computer Science	60	Omni Auditorium/Wellness
49	Administration/Classrooms	62	BCC/North Regional Library/LRC
50	Visual and Performing Arts	63	Little Learners College

CAMPUS DIRECTORY

Central Campus

Provost	Dr. Lois Bolton	201-6510	Bldg. 1-157
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Deans:

Academic Affairs	Dr. Ken Ross	201-6513	Bldg. 1-165
Business Affairs	John Stancil	201-6624	Bldg. 1-159
Student Affairs	David Asencio	201-6522	Bldg. 19-130
Associate Dean of Student Affairs	Elena Starson	201-6951	Bldg. 19-116

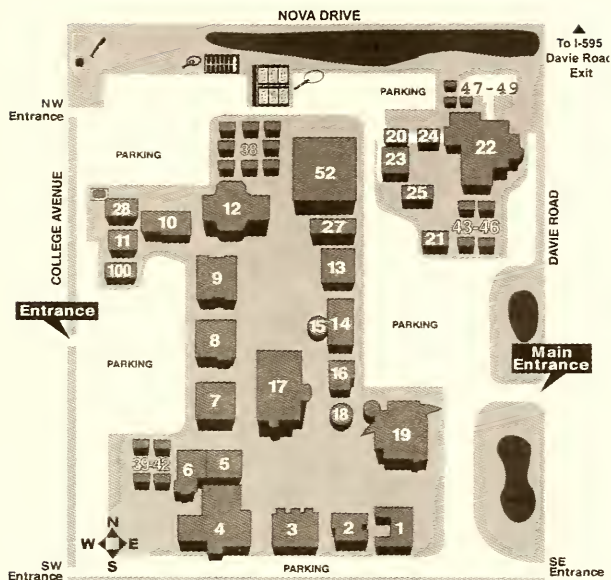
Advisement/Counseling	201-6528	Intramural Sports	201-6756
Admissions	201-6800	Learning Resources	201-6660
Architecture & Design	201-7396	Library	201-6648
Bailey Hall	201-6880	LRC Tutoring	201-6663
BCC Emergency Hotline	201-4900	Mathematics Department	201-6692
Behavioral Sciences	201-6587	Math Lab	201-6645
Bookstore	201-6830	Mentor Program	201-6358
Business Administration	201-6710	MFL Lab	201-6687
Campus Safety	201-6626	Natural Sciences Dept.	201-6677
Career Center	201-6612	Open College	201-6564
Cashiers Office	201-6545	Performing Arts	201-6843
Communications Dept.	201-6558	Planetarium	201-6681
Computer Lab	201-6561	Reading Lab	201-6424
Computer Science & Engineering Dept.	201-6723	Registration	201-6865
Continuing Education	201-6960	ROTC	201-6791
Counseling	201-6528	Security	201-6626
Criminal Justice	201-6791	Social Sciences	201-6630
Disability Services	201-6527	Student Affairs	201-6522
English Department	201-6638	Student Government	201-6846
ESL Lab	201-4901	Student Life	201-6756
ESL/Reading/SLS Dept.	201-6427	Student Success	201-6528
Evening Administrator	201-6359	Testing Center	201-6982
Financial Services	201-6573	Veterans Affairs	201-6573
Fire Science	201-6791	Visual Arts	201-6517
Honors Institute	201-7645	Weekend College	201-6564
Institute of Public Safety	201-6791	Wellness	201-6855
		Writing Lab	201-6596

CAMPUS MAP

Central Campus

3501 Davie Road

Davie, FL 33314



1	Behavioral Sciences/Dean of Academic Affairs/Dean of Business Affairs/Provost/ Social Sciences	17	University/College Library/ Learning Resources
2,5,7	Classrooms	18	Buehler Observatory
3	Visual Arts	19	Admissions/Bookstore/ Cafeteria/Campus Safety/ Cashier, Counseling & Advisement/Dean of Student Affairs/Registration/Student Life/Testing
4	Bailey Concert Hall/Theatre/ Music	20&23	Facilities Management
6	Math/English /Fine Arts Theatre	24-25	Bldg. Maintenance
8	Health Sciences	21.	Landscaping/Horticulture
9	Business Administration/ Communications/MFL/ Reading/ ESL	22.	Institute of Public Safety
10	Gym	27.	Child Care
11	Wellness	28.	Aquatic Complex
12	FAU Liberal Arts	39-42	BCC Classroom Modularity
13	Computer Science/Engrg.	43-48	IPS Classroom Modularity
14-15	Natural Sciences	49	Driving Simulator
16	Buehler Planetarium	38,52,100	FAU Facilities

CAMPUS DIRECTORY

South Campus

Provost	Dr. Shoaun Pan	201-8800	Bldg. 71-208A
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Deans:

Academic Affairs	Dr. Hank Martel	201-8888	Bldg. 71-210A
Business Affairs	Albert Smith	201-8001	Bldg. 71-202
Student Affairs	Dr. Deborah Sloan	201-8903	Bldg. 68-207
Associate Dean of Student Affairs	Dr. Kevin O'Rorke	201-8875	Bldg. 71-210
Academic Resources and Instructional Technology	Terri Justice	201-8907	Bldg. 72-136B
Aviation and Automotive Technology	Jorge Guerra	201-8077	Bldg. 99

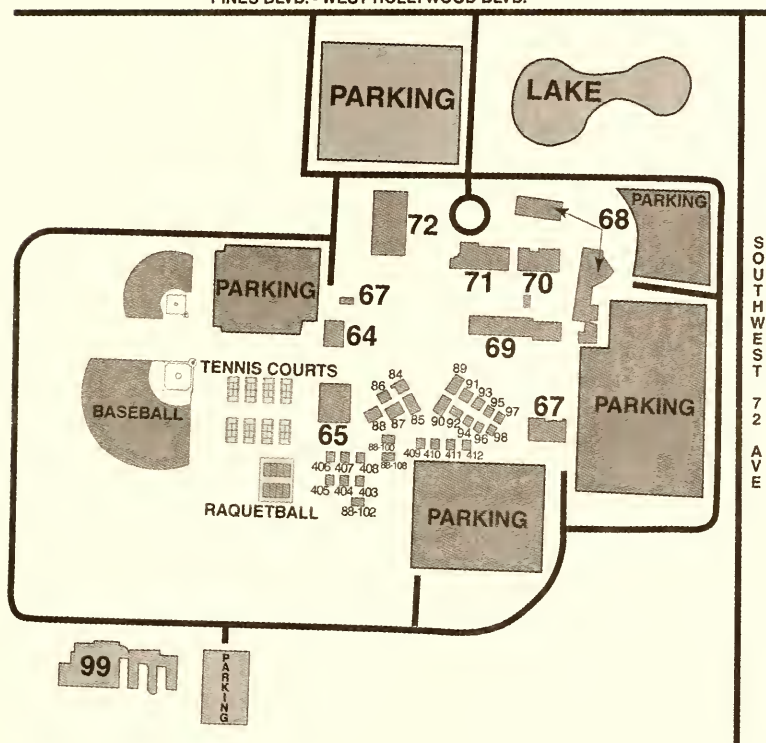
Academic Advisement	201-8875	Job Service	201-8866
Admissions	201-8835	Learning Resources	201-8909
Automotive Technology	201-8885	Library	201-8825
Aviation Institute	201-8077	Mathematics Department	201-8920
BCC Emergency Hotline	201-4900	Math Lab	201-8909
Bookstore	201-8805	Mentor Program	201-8994
Business Administration	201-8933	The Observer	201-8877
Cashiers Office	201-8830	Office Systems & Tech	201-8841
Career Center	201-8865	P'an Ku	201-8044
Climbing Wall	201-8238	Reading Lab	201-8909
Communications	201-8986	Registration	201-8835
Continuing Education	201-8815	Science/Wellness Dept.	201-8965
Counseling	201-8876	Safety	201-8970
Disability Services	201-8913	Safety Emergency Line	893-5700
English Department	201-8904	Soc./Behavioral Sciences	201-8810
Financial Services	201-8846	Student Affairs	201-8903
Flexible Learning	201-6564	Student Government	201-8941
Foreign Language Lab	201-8909	Student Life	201-8973
Honors Institute	201-8873	Student Success	201-8994
International Students	201-8991	Veterans Affairs	201-8868
Intramurals/ Student Activities	201-8911		

CAMPUS MAP

South Campus

7200 Hollywood/ Pines Boulevard
Pembroke Pines, FL 33024

PINES BLVD. - WEST HOLLYWOOD BLVD.



71 - 2nd floor

99

67

69 & 71

91-98

403-412

72

70

68

65

Admin/Provost

Aviation

Bookstore

Classroom Bldg.

Classroom Modulares

Classroom Trailers

Library/Learning Resources

Science/Computer Labs

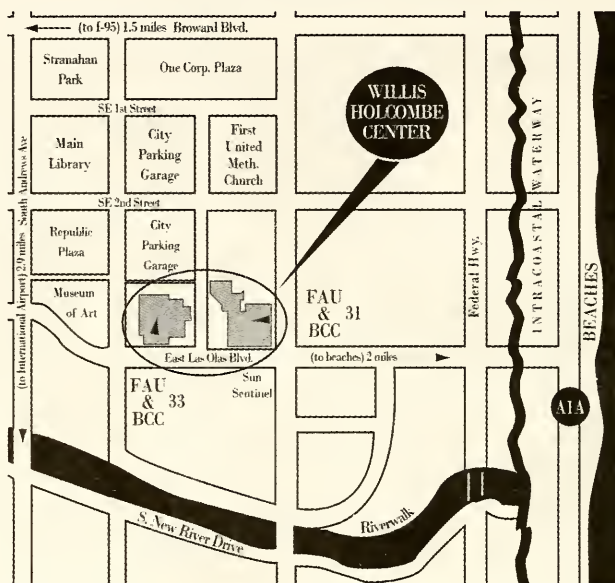
Student Services/Student Life/Cafeteria

Wellness Center

CAMPUS DIRECTORY

Willis Holcombe Center

111 East Las Olas Boulevard
Ft. Lauderdale, FL 33301



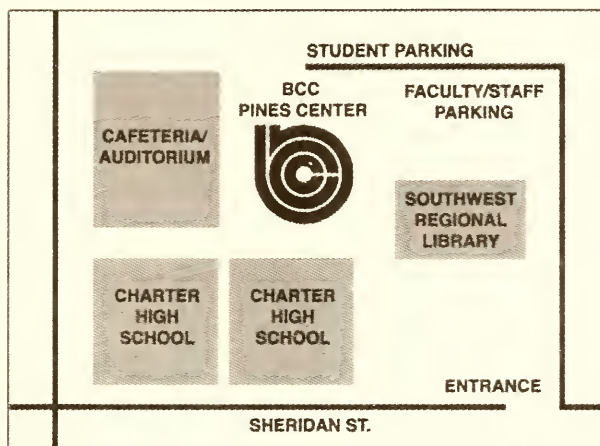
Provost:	Dr. Lois Bolton	201-6510	Central, Bldg. 1-157
Deans:			
Academic Affairs	Dr. Ken Ross	201-6513	Central, Bldg. 1-165
Business Affairs	John Stancil	201-6624	Central, Bldg. 1-159
Student Affairs	David Asencio	201-6522	Central, Bldg. 19-130
Assoc. Dean of Architecture			
/Design	Kenneth Williams	201-7318	WHC, Bldg. 33-111
Student Affairs			
Director	Maier Goldberg	201-7420	WHC, Bldg. 33-115

Academic Advisement	201-7411	Learning Resources	201-7595
Admissions	201-7378	Mentor Program	201-7411
BCC Emergency Hotline	201-4900	Registration	201-7321
Bookstore	762-5204	Security	201-7636
Cashiers Office	201-7418	Student Affairs	201-7491
Computer Lab	201-7595	Student Life	201-7377
Disability Services	201-7517	Veteran's Affairs	201-7580
Financial Services	201-7580		

CAMPUS DIRECTORY

Pines Center

16957 Sheridan Street
Pembroke Pines, FL 33331



Director	Dr. Silvia P. Rios-Husain	201-3610	Bldg. 100-126
Student Affairs Coordinator	Janice Stubbs	201-3603	Bldg. 100-117
Center Manager	Myrna Bomser	201-3610	Bldg. 100-124
Cashier	Leesa Zehner	201-3607	Bldg. 100-108
Disability Services (via South Campus)	Larry Melody	201-8913	Bldg. 68-227
Enrollment Services Officer	Karen Young	201-3605	Bldg. 100-116
Financial Aid	Tiffany Craig	201-3621	Bldg. 100-108
Reception	Evelyn Robinson	201-3601	Bldg. 100
Advisor/Admissions & Registration	Bill Krinsley	201-3608	Bldg. 100
Continuing Education	Barbara Cipriano	201-3609	Bldg. 100-119
Learning Resources (via South Campus)	Terri Justice	201-8909	Bldg. 72
Bookstore	Kevin Jones	201-3604	Bldg. 101-101
Veteran's Affairs	Tiffany Craig	201-3621	Bldg. 100-108

CAMPUS DIRECTORY

Center for Health Science

3501 Davie Boulevard, Building 8
Davie, FL 33314

Associate Vice President - Dr. Deborah Papa 201-6767 Bldg. 8-138

Continuing Education - Central 201-6768 Bldg. 8-137A

Admissions - Health Science - Central

Program Information/Application Processing 201-7806 Registrar's,
WHC

Scholarships

Healthcare Corporation of America (HCA) 201-2081 Bldg. 41-111

Memorial Healthcare System 201-8852 Bldg. 90-108

North Broward Hospital District 201-6899 Bldg. 8-133A

Academic Departments/Programs

Cardiovascular Technology - North 201-2085 Bldg. 41-114

Dental Assisting/ Dental Hygiene - Central 201-6904 Bldg. 8-132

Diagnostic Medical Sonography - North 201-2089 Bldg. 41-139

Emergency Medical Services - Central, North 201-6920 Bldg. 8-127

Health Information Management - North 201-2084 Bldg. 41-118

Health Services Management - Central 201-6904 Bldg. 8-132

Massage Therapy - North 201-2074 Bldg. 41-110

Medical Assisting - Central 201-6906 Bldg. 8-134

Nuclear Medicine - North 201-2083 Bldg. 41-137

Nursing- RN

Central 201-6851 Bldg. 8-101

North 201-2350 Bldg. 41-104

South 201-8850 Bldg. 90-101

Physical Therapist Assistant - North 201-2086 Bldg. 41-120

Radiation Therapy - North 201-2352 Bldg. 41-123

Radiography - Central 201-6917 Bldg. 8-135

Respiratory Care - North 201-2082 Bldg. 41-138

Vision Care - North 201-2017 Bldg. 41-112

STUDENT AFFAIRS

Broward Community College welcomes you and hopes that you will use your time, talents, and efforts while here to become successful in all your endeavors. The Student Affairs staff, faculty, and administration will help you to develop and achieve your goals. Student Affairs has unique services and functions to provide students with a total package of information, assistance, and enrichment. The following people are available to help you enjoy your highest degree of success.

Collegewide Student Affairs Administration

Robert Cabello

Vice President for Student Affairs & Enrollment Management
District Administrative Offices
201-7486

Barbara J. Bryan

Associate Vice President for
Student Affairs/College Registrar
Willis Holcombe Center
201-7471

Neil Cohen

Associate Vice President for
Student Development & Services
Central Campus Bldg. 10
201-4507

Marcia Conliffe

Associate Vice President of Student
Success & Enrollment Management
Services
Willis Holcombe Center
201-7634

Paul Perone

Coordinator of Enrollment
Management, Marketing,
Communications
Willis Holcombe Center
201-7514

Campus/Center Student Affairs Staff Student Deans

Dr. Deborah Sloan	South Campus	201-8903
Peter Barbatis	North Campus	201-2301
David Asencio	Central Campus	201-6522
Maier Goldberg	Director, WHC	201-7420
Dr. Silvia Patricia Rios-Husain	Director, Pines Center	201-3610

Bilingual Assistance

North Campus

Spanish

Gladys Sanchez-Bello	Advisement/Counseling	201-2305
Nilsa Martinez	Advisement/Counseling	201-2305
Frank Gonzales	Admissions	201-2240
Peter Barbatis	Student Affairs	201-2300

Portuguese

Eneida Ratliffe	Career Center	201-2272
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Creole

Lionel Fabius	Registration	201-2245
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Cantonese and Mandarin Chinese

Zhenyi Liang, Vivian Choy	Admissions	201-2240
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Central Campus

Spanish

David Asencio	Dean	201-6522
Angela Fernandez	Admissions	201-6144
Michelle Lopez	Admissions	201-6031
Elvira Perez	Admissions	201-6961
Maggie Vega	Admissions	201-6254
Claudia Galvis	Registration	201-6033
Vanina Galvan	Student Success	201-6528
Maria Hincapie	Counseling	201-6526
Toula Bouchoc	Student Success	201-6537
Jennie D'Anjou	Advising	201-6528
Ana Price	Appointment Desk	201-6528

French

Angela Fernandez	Admissions	201-6144
Toula Bouchoc	Student Success	201-6537

Creole

Farrah Etienne	Registration	201-6033
Melinda Francois	Registration	201-6033

Greek

Toula Bouchoc	Student Success	201-6537
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South Campus

Spanish

Jorge Borda	Advisement/Counseling	201-8905
Denise Brown	Advisement/Counseling	201-8991
Gerri Romero	Student Life	201-8257

Spanish and Portuguese

Regina Gualano	Registration	201-8256
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Creole and French

Suzette Jean-Louis	Registration	201-8835
Voleile Derisse	Counseling	201-8875

WHC

Spanish

Annia Valdes	Student Affairs	201-7378
Alberto Flores	Student Life	201-7666

Creole

Marsha Valmyr	Assoc. Dean, Arch.& Design	201-7396
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Pines Center

Spanish

Evelyn Robinson	201-3611
Dr. Silvia Patricia Rios Husain	201-3610

Financial Services

Spanish

Nancy Belen	Central	201-6376
Lupe Beya	Processing Center, WHC	201-7618
Norma Calvo	South	201-8918
Marcia M. Conliffe	Processing Center, WHC	201-7634
Oscar Feliciano	Processing Center, WHC	201-7627
Maria Joachin	Processing Center, WHC	201-7631
Pamela Martinetti	WHC	201-7580
Sarita Portales	Processing Center, WHC	201-7622
Miriam Tirado	Processing Center, WHC	201-7630

Creole

Henry Duperval	Processing Center, WHC	201-7615
Carine Jones	North	201-2860

Swahili and French

Marilyn Lameck	Central	201-6468
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Disability Services**Spanish**

Miriam Peden	Central	201-6569
Joy Vaughan-Brown	Central (and understands Creole)	201-6876

American Sign

Melissa Hoffman	Central	TDD 201-6445
Lynn McCulloch	Central	201-6357
		TDD 201-6445

French

Melissa Hoffman	Central	TDD 201-6445
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International Admissions**Spanish**

Ruben Valido	WHC	201-7467
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Yoruba

Oluyinka Tella	WHC	201-7616
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District Registrar's Office**Spanish**

Lilliam Brito	Registration	201-7590
Jane Grell	Enrollment Com. Center	201-7555

Creole and French

Quettie Delsoin	Registration	201-7479
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Counseling/ Academic Advisement

Take advantage of the services, staff, and resources available for your benefit. Our doors are open to stop by for information, advice, and help in making academic and career decisions. Academic advisement is available to all students. Academic advisors and counselors help students develop an educational plan and term course schedule, assess their progress as they continue their studies and effectively use campus services. www.facts.org is Florida's online self-help service for students' degree audits, financial aid information and transfer and career information. Counselors also help students explore their attitudes and interests as they relate to their academic, social and emotional life and offer career exploration assistance.

Contact Counseling/ Academic Advisement on each campus: Central,

Elena Starson, 201-6528; North, Frank Kurz, 201-2319; WHC, Carol Brinson, 201-7411; South, Kevin O'Rorke, 201-8875; Pines Center, Janice Stubbs, 201-3603. International Student Advisement & Immigration: Susan Greive Brown, 201-7468; Ruben Valido, 201-7467.

Office of Student Success

The Office of Student Success is committed to increasing student success through developing programs and activities to assist students in setting and achieving their academic goals. Services include plans for success, tutoring, college survival seminars/workshops, individualized educational planning and other services to enhance success. The office promotes a caring and nurturing environment that allows students to discuss their academic and personal concerns with a friendly and supportive staff.

Contact the office on your campus for more information: Central, Michelle Lilly, 201-6359; North, Greta Jackson, 201-2310; WHC, Carol Brinson, 201-7411; South, Clive Scott, 201-8994.

Online Tutoring

- 1) To access online tutoring, go to the BCC homepage (www.broward.edu).
- 2) Sign in to myBCC with Login and password.
- 3) On myBCC webpage, click link to Smarthinking – your online tutor.

For assistance with accessing your Smarthinking account, go to the Learning Resource Center for your campus, or e-mail Jackie Loftus at jloftus@broward.edu.

Mentor Program

The Mentor Program promotes the achievement of a quality education while providing a nurturing environment that helps students reach their full potential. The program offers several support services which include:

- ♦ Academic Advising
- ♦ Mentor/Mentee Pairing
- ♦ Free Tutoring
- ♦ Success Skills and Personal Growth Workshops
- ♦ University Transfer Information
- ♦ Scholarship Information/Computerized Scholarship Locations
- ♦ Referrals made for Counseling, Career Services, and Financial Services

North Campus, Debbie Brecker, Bldg. 46-223, 201-2281; Central Campus, Michelle Lilly, Bldg. 19-130, 201-6359; WHC, Carol Brinson, Bldg. 33-117, 201-7411; South Campus, Clive Scott, Bldg. 68-209, 201-8994.

International Students

Broward Community College welcomes students of all backgrounds, nationalities, and religious denominations. Immigration inquiries such as program eligibility, visa applications, change of status, reinstatements, and Optional Practical Training are amongst some of the cases that our staff sees on a daily basis at our Willis Holcombe Center (Downtown Center). Our designated school officials can help you with your questions:

Ms. Susan Greive	WHC	201-7467
Mr. Ruben Valido	WHC	201-7468
Mr. 'Yinka Tella	WHC	201-7616
Ms. Oona Davis	Central Campus	201-6869
Ms. Regina Gualano	South Campus	201-8256
Ms. Nadeen Gosine-Barber	North Campus	201-2470

Disability Services

As an Equal Access/Equal Opportunity Institution, Broward Community College assures students with disabilities equal access to all college programs, activities and services. Individuals who plan to attend BCC should contact the Disability Services Specialist on the campus they plan to attend. The Disability Services Specialists will inform students about laws protecting qualified individuals with disabilities, as well as identify for them the college personnel who assist in maintaining nondiscrimination policies. In addition, they will facilitate the provision of appropriate accommodations based upon documented individual needs.

Some of the services available are note-taking, specialized testing, sign language interpreters, readers, scribes, and use of assistive hardware and software. In addition, other specialized equipment is available to assist students with disabilities in pursuing their academic objectives. In order to avail oneself of the special services, a student must register with the Office of Disability Services on their campus and provide the Specialist with recent documentation of their disability. Students receiving assistance from Vocational Rehabilitation or Division of Blind Services are required to apply for financial assistance at Broward Community College. For more information, contact the Disability Services Specialist on your campus: **North Campus**, Bldg. 46-209, 201-2313; **South Campus**, Bldg. 68-227, 201-8913; **Central Campus**, Bldg. 19-116 v-y, 201-6527; **WHC**, Bldg. 33-110, 201-7517; **Col-**

lege Wide Deaf Services, 201-6445 (TDD), 201-6766 (VOICE), 711 (FL Relay)

Florida Residency For Tuition Purposes

Residency requirements are subject to change pending the decision of the Florida Legislature.

Student Financial Services

The Broward Community College Office of Student Financial Assistance is ready to assist you in funding your education. The goal of the financial aid office is to help students who can benefit from further education but cannot afford to attend school without financial support. Our office staff will guide you through the application process as well as assist you in completing all the required forms. Please feel free to visit any of our campus offices for further information.

Applications for financial aid must be submitted each year. In order to be considered for the maximum aid available, you must file your financial aid form by the priority deadline of May 15.

If you have all the requested financial aid documents as well as your evaluated academic transcripts by the deadline date below, you will be guaranteed that your schedule will be paid by the due date for the start of classes. If you do not meet the deadline date, you may still be eligible for financial aid, but you will have to pay your own tuition and books.

Term	Deadline
Fall	July 1, 2005
Winter	October 17, 2005
Summer	March 15, 2006

On the Broward Community College website, www.broward.edu, click on log-in in financial aid. Students may access the following:

- ♦ How to apply including a direct link to the federal application
- ♦ Scholarship information with links to scholarship search engines
- ♦ Entrance and exit interviews for loan applications
- ♦ Student employment opportunities

Grants

Grants are free monies provided by the federal and state government and are generally awarded to individuals who demonstrate exceptional financial need. Federal and state grants include the Pell Grant, the Supplemental Education Opportunity Grant, and Florida Student Assistance Grant.

Loans

Loans are financial assistance that must be repaid with interest in a specific time period. Often repayment is deferred while students are attending classes.

Employment

Work-study programs at BCC provide part-time jobs on and off campus for students to enable them to earn part of their college expenses while gaining valuable experience. For on-campus employment, students may work up to a maximum of 20 hours a week. The off-campus employment program places students in areas of career interest.

Scholarships

Scholarships are usually awarded to students who demonstrate academic excellence, exceptional talent or skills, or who demonstrate financial need. Although each scholarship has its own criteria, BCC requires only one application. Information on scholarships can be found on our website.

Veterans Affairs

Broward Community College is an approved site for training veterans for associates of arts degrees, associate of science degrees and some approved certificates. Veterans' advisors are available to answer questions and if necessary, refer the student to the Department of Veterans Affairs. There is literature available at all the Student Financial Services offices to assist veterans to further their educational goals.

Attendance Policies: Certificate Programs (NCD) Monthly attendance reports are sent to students enrolled in certificate programs. It is the student's responsibility to get the completed forms back to the VA advisor in a timely manner. If 9 hours of scheduled classes are missed, the student's benefits are terminated. Degree Programs (IHL) Class attendance policy in accordance with the current Broward Community College Catalog, Academic Information, College Regulations, Class Attendance Policy.

The Return of Title IV policy applies to any student who has withdrawn from all BCC classes in a term he/she is receiving any form of Title IV aid. This includes Pell Grant, Supplemental Opportunity Educational Grant, both Subsidized and Unsubsidized Stafford Loans. The Office of Student Financial Aid will apply the Federal Title IV formula to determine the percentage of funds that were "earned" for the portion of the term enrolled. If a student has received more aid than he/she is entitled to based on the date of withdrawal from classes, federal law requires that the student must repay the college within 45 days of notification or lose eligibility for future federal aid payments. Additional information on the Return of Title IV funds is available on-line in either the Student Financial Services Application Guide or the Student Financial Services Award Guide.

Return of Title IV Funds Policy

The Return of Title IV policy applies to any student who has withdrawn from all BCC classes in a term he/she is receiving any form of Title IV aid. This includes Pell Grant, Supplemental Opportunity Educational Grant, Stafford Loans both Subsidized and Unsubsidized. The Office of Student Financial Aid will apply the Federal Title IV formula to determine the percentage of funds that were "earned" for the portion of the term enrolled. If a student has received more aid than he/she is entitled to based on the date of withdrawal from classes, federal law requires that the student must repay the college within 45 days of notification or lose eligibility for future federal aid payments. Brochures are available from the Student Financial Services Office that detail the complete policy on the Return of Title IV funds. North Campus, Bldg. 46-210, 201-2330; Central Campus, Bldg. 19-104, 201-6573; South Campus, Bldg. 69-118, 201-8846; WHC, Bldg. 33-110, 201-7580.

Advising and Registration Tips

How To Get Your Degree Audit

Your Degree Audit shows which classes you've taken and which classes you still need for graduation.

- 1) Type www.facts.org in your web browser.
- 2) Click "College Advising Tools."
- 3) Click "Institutional Degree/Program Audit."
- 4) Enter this information:
 - a) "Click to choose an institution," and select "Broward Community College."
 - b) "Enter your student ID" by typing your social security number (no dashes).
 - c) "Enter your PIN/Password" by typing two digits for your birth month and two digits for your birth year.
- 5) Click continue and wait for your Degree Audit, which you should print.

For Associate of Arts Degree Students

Degree audits for all AA degrees (the "transfer degree") show General Education requirements. To see prerequisites for your particular major at a university in the Florida state system:

- 1) At BCC's homepage click "Find Programs of Study" in the blue box on the left.
- 2) Click "Associate of Arts."
- 3) Click your intended major.
- 4) Click "Print Program Sheet" on the left.

How to Search for Open Classes

Which classes are open?

- 1) On BCC's homepage, in the blue box on the left, click "Browse Class Schedules."
- 2) Enter course ID for courses you want, such as "ENC1101" (no spaces), in the three fields on the right. Select term and preferred campus, and then click "Search."
- 3) Read class start and end dates carefully because they differ by session within a term. Choose classes that aren't offered at the same time. Consider time you'll need to reach campus. Read special notes that are underneath some course entries.
- 4) After you've developed a workable schedule, write the 6-digit reference number to the left of each class for which you want to register.

How to Register Online

- 1) On BCC's homepage in the gray box on the left, "My BCC/SOS Login": enter "Login" (your ID #, usually Social Security # without dashes) and "PIN" (2 digits for birth month and 2 digits for birth year). Click "Sign In."
- 2) First-time users should read "Policies and Guidelines" and click "accept" or "reject."
- 3) Click "Registration."
- 4) Click "Appointments" to see the earliest time you can register for the term you want. If it's not "OK to Register," click "View Details" to find out why.
- 5) If it's OK, click "Back" button and then click "Add/Drop."
- 6) Select the term for which you want to register.
- 7) In this Welcome page, if you don't know when classes you need are offered, scroll down to "Class Schedule - Search by Term."
- 8) Select your campus preference and enter course ID for courses you want, such as "ENC1101" (no spaces). Click "Search Now."
- 9) After you've developed a workable schedule, select classes by clicking the "Ref Num" (6-digit reference number) in the box to the left of a class you want. Each class you select appears at the top of the page, so scroll down to see the list and select another.
- 10) Your class selections are now displayed. If you want to save them, click "Save." If you want to remove any, click on the reference number. You actually register for the classes only by clicking "Save." If you see holds after you have clicked "Save," you will need to contact the appropriate department. You can also refer to course descriptions in the BCC catalog (some courses require pre- and/or co-requisites).
- 11) Print your schedule and note your fees and fee due date.

STUDENT LIFE

Student Organizations

The College encourages and promotes membership in a wide variety of student organizations representing the full spectrum of social, religious and political thought and action, as long as membership enhances the student's academic goals. In their efforts to recruit student members, organizations are required to disclose the following information upon the initial contact with prospective members:

- ♦ All financial costs associated with membership.
- ♦ The average number of hours per week members are expected to donate to organizational pursuits.
- ♦ The academic performance expectations of members.
- ♦ Any sponsorship or linkage with any organization outside the college and whether or not membership in other organizations is expected.
- ♦ The names and affiliations of all advisors who are not employed by Broward Community College.
- ♦ An explicit statement that the organization will not tolerate hazing or other prohibited activities defined in college policies.
- ♦ The organization must affirm that in harmony with the freedom of choice embodied in college policy, the organization will in no way force or coerce either physically or emotionally in its solicitation for membership, or in the execution of its activities as a student organization at Broward Community College. All registered student organizations will be required to sign a statement of compliance.

Students enrolled at Broward Community College are free to join student organizations which promote their common interest, as long as:

- 1) The policies, purposes, and principles of the organization are consistent with the general philosophies and principles of free institutions in a democratic society.
- 2) Membership in the organization is open to all bonafide students at the College without respect to race, creed, or national origin.
- 3) A statement of purpose, constitution and bylaws containing criteria for membership, rules or procedures and a current list of officers are filed with the Campus Director of Student Life. The bylaws of every organization operating under the sanction of the College shall include the antihazing policy, rules, procedures and penalties of the college community.
- 4) The membership, policies and actions of the organizations are determined by vote of only those persons who hold bonafide membership in the College.

- 5) A full-time faculty, staff, or administrator is selected and agrees to serve as the organization's advisor.
- 6) The association, club or organization has registered as a student organization through appropriate administrative channels with the Campus Director of Student Life.
- 7) All external affiliations and associations of student organizations are stated explicitly in their petition and constitution and also in any written material or advertisements distributed by such student organizations.
- 8) Recruitment and membership policies and practices are free of deception, coercive tactics or mind control techniques.
- 9) A student must be currently enrolled, in good academic standing, and have a cumulative grade point average of at least 2.0 to participate in student organizations. If the current semester is the student's first semester in college, they may participate with a GPA of 0. All officers of student organizations must maintain a minimum 2.0 GPA and a 2.0 GPA from the previous semester.

The College will ensure that students and student organizations remain free to examine and discuss all questions of interest to them and to express opinions publicly and privately. Organizations are free to invite and hear any person of their choosing provided:

- 1) They have funds in advance to defray expenses.
- 2) Reservations for facilities are made through appropriate channels.
- 3) The program is consistent with established policy as well as the contents of this document.

Organizations are free to support causes by orderly means (consistent with guidelines elsewhere in college policy) which do not disrupt the regular and essential operation of Broward Community College. At the same time, it should be made clear to the academic and larger community that in their public expressions or demonstrations, students, student organizations, and guest speakers represent their own views. The college neither sanctions nor endorses the expressions or viewpoints represented.

Clubs and Organizations

African-American Student Union

The primary purpose of this organization is to promote academically, enlighten politically, and motivate socially. Membership is open to all students at the College. Contact one of the following advisors: North Campus, Sandra Gaines, 201-2345, sgaines@broward.edu; Central Campus, Donald

Cleveland, Bldg. 19-116B, 201-6572, dcleveland@broward.edu; South Campus, Clive Scott, Bldg. 68-205, 201-8994, cscott@broward.edu; WHC, Vernon Jones, 201-6743, vjones@broward.edu.

Akido Club

Akido helps refine personal and situational awareness as well as discipline and provides an alternative to high impact gym workouts. Advisor is Michael Nolan, on Central Campus. Bldg. 4-222, 201-6882, mnolan@broward.edu.

Alpha Eta Rho-Eta Phi Chapter

The International Aviation Fraternity is open to all college students, faculty and staff interested in aviation. Contact Eric Boylan at South Campus, Aviation Institute, Bldg. 99, 201-8074, eboylan@broward.edu, or check the website at www.broward.edu/pages/page4269.html.

American Dental Hygiene Association

The mission of the Association is to advance the art and science of dental hygiene. It also promotes the highest standards of dental hygiene education, licensure, practice and research, and represents and promotes the interest of dental hygienists. Contact Joyce Abraham, Central Campus Bldg. 8-132, 201-6904, jabraham@broward.edu.

Anthropology Club

Anyone who is currently a behavioral science major or has a genuine interest pertaining to the fields of Anthropology, Sociology, Religion, or Psychology is welcome to join. The club visits museum exhibitions, investigates cultures, watches films or videos, and reads and discusses literature germane to all aspects of Anthropology. Meetings are held twice a month. Contact Mark Tromans at Central Campus, Bldg. 1-146, 201-6726, mtromans@broward.edu.

Blue Hawks

The official host/hostesses for North Campus, these students assist with orientation, registration, and recruitment activities. Selection for this group is held twice a year. Contact Mareta Sizemore at 201-2325, msizemor@broward.edu or bluehawk@broward.edu.

Brain Bowl

The Brain Bowl is an intercollegiate academic team that competes in tournaments with other community colleges and universities. BCC scholarships are given to team members and the possibility exists for additional

cash prizes for tournament wins and for university transfer scholarships. BCC's brain Bowl Team has won the Regional Championship over twelve times, has won the State Championship five times, and is the only college in Florida to have two teams win first and second place simultaneously at the State Tournament. Contact Dr. E. Patrick Smith, Central Campus 201-6636, e-mail esmith@broward.edu, or visit the Honors Institute website at www.broward.edu/honors.

Catholic Club

All students, staff, and faculty who want to become informed about Catholicism, or who seek to live and grow in the Catholic faith are welcome. Contact Susan Finnazzo at Central Campus Bldg. 14-117, 201-6964, sfinazzo@broward.edu.

Central Educational Society (Education Club)

A club for education majors dedicated to service in the field of education through fund-raising, networking, career development, and mentorship. For more information, contact Sharry Kimmel, Central Campus, Bldg. 1-155, or call 201-6727, or e-mail at skimmel@broward.edu.

Chess Club

The Chess Club is open to beginners as well as advanced players. The club sponsors open and intercollegiate tournaments throughout the term. Contact Vince Grosso at Central Campus Bldg. 6-225, 201-6619, vgrosso@broward.edu.

Computer Club

The Computer Club is focused on the latest developments in the computer industry. It also provides its members with an assortment of activities, such as guest speakers, free tutoring, and field trips. North Campus contact Dr. Elwood Jones, 201-2324, e-mail ejones@broward.edu.

DECA

The Distributive Education Clubs of America's (DEX-Delta Epsilon Chi) primary objective is career development. It is comprised primarily of marketing, retailing, entrepreneurship and business students, but all are welcome. Contact Paul Ricker at North Campus Bldg. 51, 201-2363, decaclub@broward.edu; Business Department at Central Campus, Bldg.9, 201-6710.

EdTech Club

The Educational Technology Club is designed for education majors inter-

ested in learning how to integrate technology into the classrooms. Contact Dr. Dominique Charlotteaux on South Campus, Bldg. 71-122, call 201-8230, or dcharlot@broward.edu.

EMS Student Club

The club is designed to help educate and train individuals seeking a career in the EMS field. On Central Campus contact Bruce Hill, Bldg. 8-103, 201-6920, bhill@broward.edu.

Engineering Association

The purpose of the Engineering Association is to serve as a vehicle to introduce students to engineering life. Contact Rolando Branley, 201-6676, Bldg. 14-128, rbranley@broward.edu.

The Fourth Wall

Members focus mainly on the performance and technical responsibilities of theatre production on BCC's Central Campus Theatre Program. In addition, members seek to provide professional outreach for theatre majors. They host workshops, contribute time to charitable causes, and attend professional events. They also travel to state and regional theatre conferences and festivals, such as the American College Theatre Festival. Contact Debby Sanchez at Central Campus, Bldg. 4-180, 201-6842, dsanchez@broward.edu.

Gamma Beta Chi

This student organization's purpose is to promote awareness and further interest in nuclear medicine. They attend local, state and national meetings to update their expertise on the latest techniques available in delivering medical care to the patient. Membership is open to students enrolled in the program or on the waiting list to begin the program. Contact Lorenzo Harrison at CHSE II/North Campus Bldg. 41-137, 201-2083, lharriso@broward.edu or gammabeta@broward.edu.

Haitian Student Association

The Haitian Student Association (HSA) is on South Campus. The purpose of the HSA is to promote cultural activities on the campus and in the community. Contact Yanick Daniel, Bldg. 69/229, 954-201-8983 or e-mail ydaniel@broward.edu.

Haitian Students in Action

Haitian Students in Action is a Central Campus cultural and academic student organization. H.S.A.'s main goals are to promote academic excellence among its members, address Haitian students' cultural needs, find

ways to promote the positive aspects of the Haitian culture, and dispel stereotypes about the Haitian culture and its people. Contact Lulrick Balzora, Bldg. 2-104, 201-6671, lbalzora@broward.edu.

Hillel Jewish Student Union

The Hillel Jewish Student Union strives to meet the social, cultural, religious, and educational needs of Jewish students at BCC's campuses. Everyone is welcome. Contact Gloria Scheff on Central, Bldg. 1-147, 201-6591, gscheff@broward.edu.

International Club

The International Club is open to all students at Broward Community College. Its main objective is to further international understanding and appreciation of diverse cultures. Contact Mark Tromans on Central Campus at 201-6726, mtromans@broward.edu; Esmeralda Sweeney on North Campus at 201-2404, esweeney@broward.edu, or world@broward.edu; Suzette Jean-Louis on South Campus at 201-8835, or sjeanlou@broward.edu.

InterVarsity Christian Fellowship

The InterVarsity Christian Fellowship is an organization which consists of students and other members of the college community who believe in the deity of our Lord Jesus Christ, and in the unique divine inspiration, entire trustworthiness, and authority of the Bible. Contact Dora Romero on North Campus at 201-2373, or dromero@broward.edu; Jane Williams at Central at 201-6584; Carol Brinson at WHC at 201-7411, or cbrinson@broward.edu; Student Life on South Campus at 201-8973.

Kappa Delta Phi Educational Honor Society

An international honor society in education organized to recognize excellence and help education majors develop ideals of scholarship, high personal standards, and promise in teaching and allied professions. For more information, contact Sharry Kimmel, Central Campus, Bldg. 1-155, or call 201-6727, or e-mail at skimmel@broward.edu.

Kenpo

BCC Kenpo-Kobudo Club welcomes students, staff, and faculty to explore the aspects of our martial arts club: courtesy, integrity, humility, and self-control. We are here to assist the student in reaching the Kenpo Club's goals: understanding dojo etiquette, developing and improving skills, and creating an encouraging atmosphere. Please visit our website: www.kenpo.5u.com. Contact Michael Nolan on Central Campus, Bldg. 4-222, 201-6882, mnolan@broward.edu.

Lambda Alpha Epsilon

The American Criminal Justice Association, Lambda Alpha Epsilon (ACJA-LAE), is a national association devoted to the furtherance of professionalism in all areas of criminal justice. Contact Central Campus at 201-6797, Bldg. 22-116.

Le Club Francais

The purpose of Le Club Francais is to promote the development of communication of the club with the community and to assist members in achieving experience with the French language and culture. Contact Joyce Davis on Central Campus at 201-6560, Bldg. 19-221, jdavis@broward.edu.

Legal Assisting Society

The Legal Assisting Society is an organization designed for students pursuing a career as a Paralegal/ Legal Assistant; however, everyone is welcome to participate. Monthly meetings host guest speakers from various law firms as well as state prosecutors and public defenders. The Legal Assisting Society can also provide networking opportunities, as well as information on local and national professional societies. Contact Dr. Laura K. Schantz, Esq., on South Campus Bldg. 71, 201-8011, Ischantz@broward.edu; or James Amato, Esq., on North Campus Bldg. 51-214, 201-2217, jamato@broward.edu.

Massage Therapy Club

The Massage Therapy Club is a service and volunteer organization. Members do volunteer work by giving free massages, and also volunteer at the Walt Disney Marathon every year, which helps to raise money for Leukemia and Lymphodema. At the marathon, members work on the athletes after the race. In addition, members give free massages to BCC students and staff as well as to athletes from FAU. The club also volunteers at local events such as fishing tournaments and the corporate run with the Florida Panthers, and will soon be working with the fans and staff of the Miami Dolphins. On North Campus, contact Sandra Stone, advisor, at 201-2074.

Noor El-Deen

The purpose of this club is to unite the Muslim community at BCC. The organization may bring in speakers that contribute to the unification of our Muslim community on campus. The membership is open to all students with an interest in the Muslim culture. On Central Campus contact Adnan Khalil, Bldg. 2-106, 201-6475, akhalil@broward.edu.

Peer Educators

The BACCHUS 7 GAMMA Peer Education Network, an international college and university program that promotes alcohol and drug awareness, along with HIV/AIDS education and prevention, and sexual violence awareness. Phi Eta Sigma on South Campus. To join, contact: South Campus Healthy Student Living office, 201-8223, Bldg. 68-270; North - Mareta Sizemore, 201-2325, Bldg. 46-133, or msizemor@broward.edu; WHC - Student Life Office, 201-7377; Central - Student Life, 201-6756, Bldg. 19-106.

Peer Mentoring Club

Members help with mentoring, and tutoring, and attend weekend retreats. They also provide information about college life such as scholarship information, visits to four-year universities, and volunteering. Contact: North Campus, Greta Jackson, Bldg. 46-220, 201-2310, gkackson@broward.edu; Central Campus, Michelle Lilly, Bldg. 19-130, 201-6359, mlilly@broward.edu; South Campus, Clive Scott, Bldg. 68-205, 201-8994, cscott@broward.edu.

Pep Club

The Pep Club is on the South Campus. The purpose of the club is to bring activities to the campus to promote school spirit and to showcase the talents of the students. Contact Cita Scott, Bldg. 72-103, 201-8909.

Perspectives

Perspectives is a social science orientated organization. The objective is to explore science, philosophy and religion employing a Christian perspective as a backdrop to facilitate dialogue. Contact Winston Thompson on Central Campus at 201-6418, or e-mail wthompson@broward.edu.

Phi Beta Lambda

PBL is for students participating in business programs such as accounting, business administration, clerical, secretarial, information management, economic finance, law, and marketing. Contact Cathy Montesarchio on Central Campus, Bldg. 9-132, 201-6373, cmontesa@broward.edu; Carlton Wall on North Campus, 201-2361, cwall@broward.edu.

Phi Delta Alpha

Phi Delta Alpha is the education club on campus, and is also a student chapter of the National Education Association. Phi Delta Alpha is dedicated to serving future educators as well as the community. Contact Dr. Denise St. Patrick-Bell on South Campus, Bldg. 69-230, 201-8359, dstpatri@broward.edu.

Phi Theta Kappa

Phi Theta Kappa International is the acclaimed international honor society serving American two-year institutions which offer Associate degree programs. To become a member of Phi Theta Kappa, one must achieve a degree cumulative grade point average of 3.5 after completing 12 credit hours of college-level course work, and paying lifetime membership dues. Participation in on- and off-campus activities is encouraged. The privileges of membership include the Phi Theta Kappa seal on diplomas, the designation "Phi Theta Kappa" on transcripts, access to Society merchandise, and the distinction of wearing the Society's stole and tassel during commencement exercises. Contacts: South Campus, Dr. Barbra Nightingale, 201-8873, bnightin@broward.edu; Central Campus and WHC, Prof. Mary F. Di Stefano Diaz, Bldg. 2-104, 201-6473, mdiaz@broward.edu, or ptkmumu@broward.edu; North Campus, Prof. Donna Samet, 201-2390, Bldg. 47-310, dsamet@broward.edu, or nptk@broward.edu; WHC, Sue Hawk-Finn, 201-7377, Bldg. 33-109, shawk@broward.edu.

Physical Therapist Assistant Club

The Physical Therapist Assistant Club was established for the purpose of engaging in community services and expanding PTA students' basic knowledge by sponsoring several guest lecturers. The club consists of those students who are currently enrolled in the Physical Therapist Assistant program. The PTA Club expects to expand its community involvement in the future and to become active in fund-raising projects, which would enable members to attend PTA sponsored seminars and conferences. For more information, contact Maria Holodak in the Center for Health Sciences at 201-2087, or e-mail mholodak@broward.edu.

Pre-Med Club

This club allows students with intentions of having medical careers share their enthusiasm and knowledge of the field of medicine. Contact Joseph Lawry on Central Campus, Bldg. 14-131, 201-6326, or e-mail jlawry@broward.edu.

Roots

Roots is a special interest service club that enables the Haitian student population at BCC to share the Haitian culture with other BCC students. Its members volunteer in the Haitian community to teach children basic reading and writing skills in English. Roots also provides tutoring and scholarships for qualified members. This club is open to any student at BCC. Please contact Greta Jackson at North campus in Building 46-220, 201-2310 or gjackson@broward.edu, or rootclub@broward.edu.

Rotaract Club

The BCC Rotaract Club's mission is: "To provide an opportunity for young men and women to enhance the knowledge and skills that will assist them in personal development, to address the physical and social needs of their communities, and to promote better relations between all people worldwide through a framework of friendship and service."

Rotaract is the college-age division of Rotary International. Rotary International provides scholarship and ambassadorial programs for Rotaract members. Contact Student Life on North Campus, 201-2325.

SPADES

SPADES (Student Programming and Entertainment Developmental Series) is the student organization that assists with all the programming of special events on Central Campus. From organizing the "Welcome Back Comedy Show" to programming weekly campus entertainers, the members of SPADES decide what entertainment happens at Central Campus. For more information, contact Adrian Carter in Student Life, Bldg. 19, Room 108, or call 201-6236 or e-mail acarter@broward.edu.

Sailing Club

The Sailing Club provides opportunities for students to improve sailing and windsurfing skills through our weekend Keys trip clinics that are taught at the intermediate level. The Sailing Club sponsors monthly trips to the Florida Keys that are open to all student sailors. We have seasonal snorkeling and surfing trips available for beginners. Non-sailors normally access the club programs by enrolling in one of our beginning sailing or windsurfing classes. The Sailing Club meets at the Tigertail Lake Watersports Center, which is located at 580 Gulfstream Way, in Dania Beach. For more Sailing Club information, call Jon Groover at 201-4500, or e-mail jgroover@broward.edu or contact Dr. Daniel Rieger at 201-2451, or e-mail drieger@broward.edu.

Science Club

The Science Club is open to all BCC students interested in the sciences. Students do not need to be science majors to benefit from club activities, such as field trips, discussions with invited speakers, college/community service projects and independent scientific explorations. The club offers a mechanism for science students and potential science students to get to know one another and the faculty in the various science disciplines. Contact Dr. Jeanette Madea on North Campus Bldg. 57, 201-2236 or e-mail at jmadea@broward.edu; Steve Davis on South Campus at 201-8906, or sdavis@broward.edu.

Seahawk Wellness

The Seahawk Wellness Center strives to provide a safe, supportive environment for students, faculty and staff. Such activity will improve self-image, increase energy and improve quality of life. Contact: Central Campus, Paula Neisner, Bldg. 11, pneisner@broward.edu; South Campus, Taneka Mason, tmason@broward.edu, Bldg. 68-188, 201-8911.

Sister 2 Sister

The club exists to empower, support, unite, celebrate, educate and motivate women of all backgrounds to succeed academically, and socially, and to become involved in civic duties in the community. Contact Mary-Ann Asiamigbe on Central Campus, Bldg. 19-106, or call 201-6536, e-mail masiamig@broward.edu

Southern Breezes

The Southern Breezes is the South Campus chess club. The club is open to players of all skill levels. Contact Debbie Maxwell, Bldg. 70-107, 201-8202 or e-mail dmaxwell@broward.edu.

T.A.W.I.C.

The American West Indian Club, TAWIC, is a student organization that has been in existence since 1987. This group meets to discuss topics ranging from community and academic interests to social gatherings, such as beach parties, fiestas, and fund-raisers. The purpose of this organization is to assist West Indian students through academic and personal support as they adjust to the American school system. For more information, contact Clive Scott on South Campus at 201-8875, or cscott@broward.edu; or Kisha King on Central Campus, 201-6593, Bldg. 1-126, or e-mail kking@broward.edu.

Ultimate Frisbee

Come get a great workout, have fun and meet new people. We associate ourselves with positive teamwork and having a good time. The BCC Ultimate Frisbee club's mission is to play the sport, to allow ourselves the time to meet fellow BCC students and to build healthy bodies as well as minds through club activities on campus and with the community. Contact Steven Obenauf, Central Campus, Bldg. 14-137, 201-6323, sobenauf@broward.edu; or Student Life, North Campus, 201-2325.

Intercollegiate Athletics

BCC Intercollegiate Athletics is home to six team sports sanctioned by the National Junior College Athletics Association (NJCAA). BCC competes on a state and national level:

Women's Tennis - Central Campus (2003 & 2004 National Champions)

Men's & Women's Basketball - North Campus

Women's Softball - South Campus

Women's Volleyball - Central Campus

Men's Baseball - Central Campus

To get involved, call John Giordano at 201-6583, or e-mail jgiordan@broward.edu.

Intramural Sports

The intramural program is comprised of competitive leagues and tournaments. It is open to men and women and all students, faculty, and staff. The College requires proof of health insurance or a signed insurance waiver on file and current BCC ID card for participation in intramural activities. Sports available include:

Soccer

Open Gym

Volleyball

Flag Football

Indoor Climbing

Tennis & Racquetball

Full court Basketball

Open Swim- with free lessons

The IM Sports Program offerings differ on each campus and can be changed at anytime. Programs are added and canceled according to student interest and attendance. Notify your campus Student Life Director of any activities that you would like to see added to your campus intramural program. For the dates, times, and details for signing up, contact your local Student Life office: South Campus, 201-8911, Bldg. 68-188 (Activity Center); Central Campus, 201-6434, Bldg. 19-106; North Campus, 201-2437.

Open Workout

Workout facilities are available on Central, North and South Campus at no charge. A current BCC ID card, a towel and proper dress are required for participation. For hours of operation and locations, call your campus Health & Wellness Center at 201-8972 on South; 201-6948 on Central, or on North at 201-2314.

Tigertail Lake Watersports Center

Tigertail Lake Watersports Center is a student center that has many programs and trips available to students and staff

- ♦ Saturday Sailings - offer such activities as sailing, windsurfing, canoeing/kayaking and volleyball on almost every Saturday free of charge from noon to 6 p.m. Students who do not know how to sail can call ahead and have a skipper take them for a sail. Canoes and kayaks are always available. You must wear rubber-soled shoes; we provide the lifejackets.
- ♦ Monthly trips to the Keys include trips for sailing, windsurfing, and snorkeling. Private snorkeling trips can be arranged for biology instructors to enhance their classroom experience.
- ♦ Friday Night Socials - offer students and staff the opportunity to meet at our monthly lake side dinner and a movie held at the Tigertail Lake Center. The Friday Night Social is also free of charge for BCC students and staff.

For more information, stop by any Student Life office for a Tigertail schedule or call (954) 201-4500. The new facilities at Tigertail Lake are located on the entrance road to Outdoor World, 580 Gulfstream Way in Dania Beach. Take I-95 to Griffin Road west, go left on Angler's Avenue, and left on Gulfstream Way. Visit us on the web at www.broward.edu/ws/index.jsp to check out our monthly calendar for all of our events, dates and times.

STUDENT MEDIA

Student Media, student productions, publications and press are valuable in establishing and maintaining an atmosphere of free and responsible discussion of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of faculty and administration as well as formulating students' opinions on various issues on the campus and the world at large. In addition, student publications and productions serve as a training opportunity for students interested in professional journalism, either print or broadcast. All college published and financed student media shall explicitly state the opinions expressed are not necessarily those of either the faculty or students of Broward Community College. All media is expected to observe the standards of the respective professions. These statements are to be considered as supplementary to the established policies of the Board of Trustees as they relate to student publications. The college will ensure free and responsible media and will not censor or approve copy in advance. The editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

BCC Broadcasters

The BCC Broadcasters is an organization which provides all BCC students the opportunity to learn the latest in DV (digital video), H.D. (high definition) and D-9 video technology. Adobe Premiere, Final Cut Pro H.D., and Avid are three of the programs used to edit productions. Cameras and decks are JVC D-9, mini DV, H.D., and DV Cam. Fund-raisers are used for field trips and media purchases.

The BCC Broadcasters is a film and video club that develops and produces their own short films, television shows and commercials for fun and experience. Members meet every Wednesday at noon in the TV studio located in the rear of the Central Campus Library, 17-142. Students from every campus are welcome. The advisor for the club is Phil Adamo, TV studio manager at Central Campus. Contact Phil Adamo in Building 17-135, or e-mail padamo@broward.edu. His phone number on campus is 201-6421.

The Observer

Broward Community College encourages and supports a free and responsible student press. The *Observer*, the college's bi-monthly newspaper, offers student reporters and editors the opportunity to practice all aspects of newspaper work, including reporting and writing, photojournalism, design, graphics, desktop publishing, and layout. The paper is completely student produced, including the preparation of camera-ready pages for print. While many of The *Observer* reporters and editors are in the journalism programs at North, Central, and South campuses, any student enrolled at the college can work for the paper. Institutional scholarships and work study assignments are available to student editors.

The *Observer* is widely recognized for its excellence and has won numerous state, individual, and overall awards. Additionally, The *Observer* has won two National Pacemaker awards, college journalism's most prestigious award for general excellence.

The *Observer*'s main editorial and production office is located on South Campus Bldg. 68-268. For more information, contact The *Observer* office at 201-8035 or via e-mail at bccobserver@yahoo.com. Also, visit us online at: www.broward.edu/observer.

P'an Ku

P'an Ku is the BCC Student Literary/ Arts Magazine which is published twice yearly. The purpose of the magazine is to encourage, promote, and highlight the creative efforts of students throughout the college. *P'an Ku* has won numerous awards over the years in both state and national competitions.

The magazine contains the work of students from all campuses of the

college and is produced solely by students for distribution throughout the college. Poetry, fiction, nonfiction, photography, and artwork are sought for publication. Watch for the announcements of submission deadlines during the year.

Though based on South Campus, the magazine encourages students from all campuses to not only submit work but be part of the staff. No special talent is needed. Students will learn how to select work for the magazine, how to promote the publication, and learn the principles of design and desktop publishing. The only real requirements are commitment and enthusiasm. A limited number of scholarships are available each term. For more information, stop by the South Campus production office in Bldg. 68-246 or call 201-8044. Students can also contact Dr. Patrick Ellingham, the faculty advisor, at 201-8858. Also, visit us online: www.broward.edu/panku/.

LEADERSHIP DEVELOPMENT

Broward Community College is dedicated to providing opportunities and programs that will continue to develop leaders as well as provide current student leaders opportunities to fine-tune and expand their skills. There are four unique components offered to develop leadership skills of students at Broward Community College, providing both cognitive and experiential opportunities:

Leadership Class

The purpose of this course is to provide a variety of learning experiences and guest speakers to assess leadership styles and potential. The class is open to all student (and potential student) leaders. It is designed to help develop ethical values, leadership styles and techniques for future educational, organizational and community leadership roles.

Student Government

At Broward Community College, the Student Government (SG) is the voice of the students. Student Government has many different functions. One of the functions is to act as the liaison between student organizations and the administration. SG is the bridge that students are always welcome to cross, which connects the faculty, staff, and administration to the student body. SG looks for student concerns and finds ways to resolve problems. The membership is open to any and all interested students, without discrimination. SG also offers various leadership opportunities in many different levels. Selected students become involved in campus, college-wide, district, and state level events.

The concept of TEAMWORK is constantly practiced, and students learn conflict resolution. The Student Government at Broward Community College

is always looking for new ideas, faces, and inspiring minds. For more information, contact the SG office on Central Campus at 201-6343, e-mail clyle@broward.edu; at the Willis Holcombe Center at 201-7377, e-mail shawk@broward.edu; on North Campus at 201-2461, e-mail nsga@broward.edu; or on South Campus, Bldg. 68-249 at 201-8941, e-mail ssga@broward.edu.

Competitive Edge

Competitive Edge is a highly selective leadership program. Participants are chosen based on their nomination by faculty members or administrators, recommendations, committee interviews, and demonstrated leadership potential. Shadowing and internship experiences are provided throughout the sophomore year with the President's senior staff and community and political leaders. Legislative internship experience in Tallahassee is available to eligible members. The nomination period begins in February and concludes mid-March each year. For more information, contact the Student Life office on your campus or call 201-4507, or e-mail amohamed@broward.edu.

Emerging Leader Program

The Emerging Leader Program (ELP) is a leadership development opportunity designated to introduce students to basic leadership skills. ELP participants agree to meet twice a month during Term I and Term II to attend workshops to develop these skills. Some workshop topics may include Myers-Briggs Personality Type Indicator, Time Management, Networking, Conflict Resolution and/or Ethics. Participants in ELP receive an ELP polo shirt, portfolio, carry-bag, and have the opportunity to participate in the Student Leadership Retreats sponsored by Student Life. For more information, contact Student Life at South at 201-8973 and 201-6756 at Central.

Student Ambassadors

Student Ambassadors promote BCC programs in the community. Broward Community College's Ambassadors represent BCC at area high schools, civic and professional meetings, GED centers, and locally sponsored career and college nights throughout Broward County. Student Ambassadors are eager to spread the word about academic and community enrichment programs at BCC. Ambassadors range in age from 18 to over 50 and their friendships and contacts will endure long after they graduate. For more information, contact: North-Mareta Sizemore, Bldg. 46, 201-2325, or msizemor@broward.edu; Central-Michelle Lilly, 201-6359, or mlilly@broward.edu; WHC-Diana Martin, 201-7412, or dmartin@broward.edu; South-Gerri Romero, 201-8257, or gromero@broward.edu.

O.V.A.L. Office

The Office of Volunteerism and Leadership (O.V.A.L. Office) is a clearing-house for students, faculty and staff members of BCC to learn about various volunteer and leadership opportunities both at BCC as well as in the community. From planning Habitat for Humanity workdays, beach cleanups at John U. Lloyd State Park, or weekend long leadership seminars, the O.V.A.L. Office is always interested in planning programs that are beneficial to BCC students as well as the community. For more information, visit the O.V.A.L. Office at Central Campus, Building 19, Room 106, or call 201-6238.

Tigertail Ropes Challenge Course

Participate in a half or full day on the Tigertail Ropes Challenge Course. Your participation in a ropes course will facilitate growth, while allowing you to choose your level of challenge. It is not teaching in a traditional sense, but instead learning takes place through the guided process of action, reflection and application. Areas explored include communication, goal-setting, planning, critical thinking, accountability, support systems, decision-making, leadership styles, positive risk-taking, and more. Student clubs/organizations, classes and faculty/staff groups are encouraged to sign up for a date. Additionally, open challenges are offered several times each semester. For more information, contact Laura Zorza, program coordinator, at 201-4500, or e-mail lzorza@broward.edu. Check out the Tigertail website at www.broward.edu/ws.

BCC BOOKSTORES

BCC Bookstores are owned and operated by the college and function as a service to the students, faculty, administration and staff by providing the tools necessary for education.

The bookstores offer a complete line of textbooks, both new and used, and a large selection of trade and reference books. We also have an extensive assortment of art supplies, gift items, engineering supplies, college rings, license plate holders, mugs, shirts, hats, health science uniforms, health science supplies, dictionaries, backpacks, computer supplies, Microsoft software, candies and snacks, soft drinks, pennants, calculators, walkmans, tape recorders, PDA's, jump drives, printers, UPS protectors, zip drives, pens and pencils, notebooks, highlighters, diploma and picture frames, decals, cell phones, beepers, newspapers, 3-ring binders, index cards, test supplies and a whole lot more. Gift certificates are available in the bookstores in various denominations.

Services also include special orders for books and software not normally carried as basic stock and buyback of used college books. Prices are established according to the national standard typically found at other colleges and universities.

North - Bldg. 46, 201-2224

South - Bldg. 67, 201-8805

Pines Center - Bldg. 1010, Rm. 158A, 201-3604

Central - Bldg. 19, 201-6830

WHC - FAU Tower, 762-5204

STUDENTS' RIGHT TO KNOW

The College is providing the following statistics regarding campus crime as mandated by the Florida Right To Know Act. During 2003, the following criminal offenses occurred on BCC's campuses:

Aggravated Assault/ Stalking	11	Robbery	1
Burglary/Breaking & Entering	52	Sex Offenses, Forcible	0
Homicide Offenses	0	Liquor Violation Arrests	0
Larceny/Theft Offenses	61	Drug Abuse Violation Arrests	1
Motor Vehicle Theft	7	Weapons Violation Arrests	0

STUDENT RIGHTS AND RESPONSIBILITIES

Accessing Online Policies

The policies contained in the handbook are accurate as of the date of publication. For the most official up-to-date policies and procedures, please see the BCC web site. To access BCC policies online, go to the BCC homepage at www.broward.edu. Go to the Search BCC box on the right side of the webpage and type in policy. The following section is a summary of BCC's policies and procedures.

Bill of Rights

Student Bill of Rights (BCC Policy 6Hx2-5.25)

BCC Students are offered the following rights:

Broward Community College students should expect quality instruction delivered by a dedicated faculty engaged in continued professional growth (BCC Policy 6Hx2-2.05: Philosophy and Mission of the College). Broward Community College students are granted the following rights as outlined in BCC Policies and Procedures, the Student Handbook, College Catalog, and other appropriate publications of the College.

Access to Education: Broward Community College maintains an open-door to all students who qualify according to the BCC admission standards.

Sources:

- BCC Policy 6Hx2-2.05: Philosophy and Mission of the College
- BCC Policy 6Hx2-5.01: Admission

- BCC Policy 6Hx2-5.09: Service to Student with Disabilities
- BCC Policy 6Hx2-5.11: Student Financial Services Programs

Fairness in Grading: Students will receive a syllabus outlining relevant course policies regarding attendance and grading procedures during the first week of instruction. Students may appeal final grades that they consider a misapplication of College Policy or the course syllabus.

Sources:

- BCC Policy 6Hx2-4.18: Class Attendance
- BCC Policy 6Hx2-4.19: Grades and Grade Appeal Process

Due Process When Charged With Violation of Student Code of Conduct: Students have the right to due process when charged with a violation of the Student Code of Conduct.

Source:

- BCC Policy 6Hx5-5.02: Student Code of Conduct

Non-discrimination and Harassment: Students have a right to be free from illegal discrimination and harassment based on race, color, religion, disability, sex, sexual orientation, national origin, marital status, and veteran's status.

Sources:

- BCC Policy 6Hx2-5.02: Student Code of Conduct
- BCC Policy 6Hx2-5.20: Sexual Harassment/Battery/Assault
- BCC Policy 6Hx2-5.22: Non-Discrimination and Harassment Policy for Students

Confidentiality of Records: The College protects the rights of students and their parents or guardians with respect to the confidentiality of student records. Student records may be released to third party individuals only as their requests comply with federal, state, or local laws, court orders and subpoenas, and circumstances involving the safety of persons or property.

Source:

- BCC Policy 6Hx2-5.03: Student Records

Student Publications: Students have the right to participate in free and responsible journalism at BCC.

Source:

- BCC Policy 6Hx2-5.04: Student Publications

Association and Assembly: Students have the right to form student organizations and may peacefully assemble on BCC property per the guidelines set forth in BCC Policy.

Sources:

- BCC Policy 6Hx2-5.02: Student Code of Conduct
- BCC Policy 6Hx2-5.13: Student Life

Instructional/Non-instructional Issues: BCC provides policies and procedures for students to address instructional and non-instructional issues. Students shall follow the steps outlined in the following policies and procedures. Students are not precluded from appealing issues not specifically identified below:

- BCC Policy 6Hx2-4.02: Academic Load
- BCC Policy 6Hx2-4.03: Applicable Catalog/Recency of Credit
- BCC Policy 6Hx2-4.04: CLAST Waivers
- BCC Policy 6Hx2-4.05: Cancellation of Previous Unsatisfactory College Record for A.S. Degree and Certificate Students
- BCC Policy 6Hx2-4.07: Completion of Graduation Requirements After Transfer
- BCC Policy 6Hx2-4.09: Substitution Admission and Graduation Requirements for Student with Disabilities
- BCC Policy 6Hx2-4.11: Program Acceleration
- BCC Policy 6Hx2-4.18: Class Attendance
- BCC Policy 6Hx2-4.19: Grades and Grade Appeal Process
- BCC Policy 6Hx2-4.20: Religious Observances
- BCC Policy 6Hx2-4.23: Academic Standards of Progress
- BCC Policy 6Hx2-5.01: Admissions
- BCC Policy 6Hx2-5.02: Student Code of Conduct
- BCC Policy 6Hx2-5.20: Sexual Harassment/Battery/Assault
- BCC Policy 6Hx2-5.22: Non-Discrimination and Harassment Policy for Students
- BCC Policy 6Hx2-5.23: Grievance Process for Students for Non-Instructional Issues

Student Code of Conduct

Student Code of Conduct (BCC Policy 6Hx2-5.02)

The Student Code of Conduct outlines acceptable and unacceptable behavior for BCC students as well as appropriate disciplinary procedures and sanctions:

Upon admission to Broward Community College, students agree to act responsibly in all areas of personal and social conduct and to take full responsibility for their individual and collective action. Because learning can only be achieved in an atmosphere free of intimidation and coercion, students shall observe local, state, and federal laws as well as the academic and behavioral regulations found in the Broward Community College Student

Handbook, the College Catalog, other official publications, and the BCC web site at www.broward.edu

Any student or student organization found to have committed the following misconduct, both on or off campus, is subject to the disciplinary sanctions outlined in Student Code of Conduct Procedures:

- 1) Dishonesty, including but not limited to the following:
 - a) Cheating, plagiarism, or other forms of academic dishonesty. The term "cheating," includes but is not limited to, copying home-work assignments from another student; working together with another individual on a take-home test or homework when specifically prohibited from doing so by the instructor, look at text, notes or another person's paper during an examination when not permitted to do so.

Cheating also includes the giving of work information to another student to be copied and/or used as his or her own. This includes but is not limited to, giving someone answers to exam questions either when the exam is being given or after having taken an exam; informing another student of specific questions that appear or have appeared on an exam in the same academic term; giving or selling a term paper, report, project or other restricted written materials to another student.

The term "plagiarism" includes, but is not limited to, an attempt of an individual to claim the work of another as the product of his or her own thoughts, regardless of whether that work has been published. Plagiarism includes, but is not limited to, quoting improperly or paraphrasing text or other written materials without proper citation on an exam, term paper, homework, or other written material submitted to an instructor as one's own work. Plagiarism also includes handing in a paper to an instructor that was purchased from a term paper service or downloaded from the Internet and presenting another person's academic work as one's own. Individual academic departments may provide additional examples in writing of what does and does not constitute plagiarism, provided that such examples do not conflict with the intent of this policy.

- b) Furnishing false information to any BCC official or faculty member.
- c) Forgery, alteration, or misuse of any BCC document, record, or instrument of identification.
- d) Tampering with the election of any recognized BCC student organization.

- 2) Disruption: Disruption or obstruction of teaching, research administration, disciplinary proceedings, other BCC activities, including its public-service functions on or off campus, or other authorized non-BCC activities, when the act occurs on BCC premises.
- 3) Abuse: physical abuse, verbal abuse, threats, and intimidation, harassment, coercion and/or other conduct which threatens or endangers the physical or emotional health or safety of any person.
- 4) Theft or Damage to Property: attempted or actual theft of and/or damage to property of BCC or property of a member of the BCC community or other personal or public property.
- 5) Discrimination as defined in BCC Policy 6Hx2-5.22
- 6) Sexual Harassment as defined in BCC Policy 6Hx2-5.20
- 7) Sexual Battery/Assault as defined in BCC Policy 6Hx2-5.20
- 8) Hazing as defined in Florida State Statute 240.1325
- 9) Non-Compliance with Directions: failure to comply with directions of BCC officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- 10) Keys: unauthorized possession, duplication, or use of keys to any BCC premises or unauthorized entry to or use of BCC premises.
- 11) Violation of published BCC policies/procedures, rules or regulations.
- 12) Violation of Law: violation of federal, state or local law on BCC premises or at BCC sponsored or supervised activities.
- 13) Controlled Substances: use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law. Smoking in classrooms, on elevators, and in other designated non-smoking areas is prohibited.
- 14) Alcohol: use, possession or distribution of alcoholic beverages except as expressly permitted by the law and BCC regulations.
- 15) Public intoxication.

- 16) Weapons and Dangerous Materials: illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on BCC premises.
- 17) Unauthorized Demonstration: participation in a campus demonstration which disrupts the normal operations of BCC and infringes on the rights of other members of the BCC community, or leading or inciting others to disrupt scheduled and/or normal activities within any campus/center building or area, or intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
- 18) Obstruction of Movement: obstruction of the free flow of pedestrian or vehicular traffic on any BCC premises or at BCC sponsored or supervised functions.
- 19) Disorderly Conduct: Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on BCC premises or at functions sponsored by, or participated in by BCC.
- 20) Computer Usage:
 - a) Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - b) Unauthorized transfer of a file.
 - c) Unauthorized use of another individual's identification and password.
 - d) Use of computing facilities to interfere with the work of another student, faculty member or BCC official.
 - e) Use of computing facilities to send or receive obscene or abusive messages
 - f) Use of computing facilities to interfere with the normal operation of BCC computing system.
- 21) False Representation: contracting or representation in the name of the College.
- 22) Abuse of the student discipline system, including but not limited to:
 - a) Failure to appear before the chief student affairs officer, Hearing Officer, Student Conduct Committee, or other BCC officials when requested to do so.
 - b) Falsification, distortion, or misrepresentation of information before a Student Conduct Committee.

- c) Disruption or interference with the orderly conduct of a Student Conduct Hearing.
 - d) False accusations of student misconduct knowingly without cause.
 - e) Attempting to discourage an individual's proper participation in, or use of, the student discipline system.
 - f) Attempting to influence the impartiality of a member of a Student Conduct Committee prior to, and/or during the course of, the Student Conduct Hearing.
 - g) Harassment (verbal or physical) and/or intimidation of a member of Student Conduct Committee prior to, during, and/or after a Student Conduct Hearing.
 - h) Failure to comply with the sanction(s) imposed under the Student Code.
 - i) Influencing or attempting to influence another person to commit an abuse of the student discipline system.
- 23) Bribery: offering or giving money or any item of service to a BCC employee for the purpose of attempting to obtain assistance that would not have otherwise been provided.
- 24) Violation of Law and BCC Discipline: to obtain assistance that would not have otherwise been provided.
- a) If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the BCC community and/or disrupts the educational mission of the College.
 - b) BCC disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of this Student Code. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.
 - c) When a student is charged by federal, state or local authority with a violation of law, BCC will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before the Student Conduct Committee under the Student Code, however, BCC may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the BCC community.

- d) BCC will cooperate fully with law enforcement and other agencies to the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

Consequences Based on Academic Dishonesty

Breaches of the College's policies pertaining to academic dishonesty may result in academic penalties and/or disciplinary action at the discretion of the instructor. Academic penalties may include, but are not limited to, a failing grade for a particular assignment or a failing grade for a particular course. Additionally, the student may be referred to the chief student affairs officer of the campus/center for violations of the Student Code of Conduct.

Student Organizations

Student organizations (as well as members and officers individually and collectively) may be held accountable when an alleged offense is committed by one or more members or guests of the organization, and any of the following conditions apply:

- 1) The offense occurred at an event that was sanctioned by an officer of the organization.
- 2) Organizational funds are used to finance the activity.
- 3) The event where the offense occurred is substantially supported by the organization's membership.
- 4) Members with knowledge of the forthcoming violation did not attempt to prevent the infraction.
- 5) The organization fails to report or chooses to protect the individual(s) alleged to have committed the offense.

Recording Prohibition

Students may not make an audio or video recording of an instructor or speaker unless prior consent of the instructor or speaker is obtained. However, if such recording is an Americans with Disabilities Act accommodation, prior notification is required, rather than consent.

Institute of Public Safety Students

Institute of Public Safety students who are enrolled in programs or courses

regulated by the Florida Criminal Justice Standards and Training Commission are subject to the provisions of the Institute's "Trainee Rules, Regulations, and Procedures," in addition to the Student Code of Conduct.

Procedures: Student Code of Conduct

The administration of student discipline shall be flexible and consistent with the philosophy and educational objectives of Broward Community College. In those cases not likely to result in a termination of a student's enrollment at the College, the campus/center chief student affairs officer shall have the responsibility for the administration of student sanctions and may impose varying degrees of disciplinary actions.

ARTICLE I: STUDENT CONDUCT REVIEW PROCEDURES

- 1) Any member of BCC community may file charges against any student or student organization for misconduct. Charges shall be prepared in writing and directed to the chief student affairs officer on the campus/center where the violation was committed. Any charge(s) should be submitted as soon as possible after the event takes place, preferably within forty-eight hours.
- 2) The chief student affairs officer of the campus/center, after reviewing the evidence and meeting with witnesses and the accused student, may impose sanctions outlined in this Procedure. The student shall be informed of the sanctions in writing.

ARTICLE II: SANCTIONS

- 1) Warning - A notice in writing to the student that the student is violating or has violated institutional regulations.
- 2) Probation - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during or after the probationary period.
- 3) Loss of Privileges - Denial of specified privileges for a designated period of time.
- 4) Fines - Student may be required to pay fines incurred (i.e. parking, library) as one of the conditions for complying with the sanction imposed.
- 5) Restitution - Compensation for loss, damage or injury. This may

take the form of appropriate service and/or monetary or material replacement.

- 6) Discretionary Sanctions - Work assignments, service to BCC or other related discretionary assignments
- 7) Withdrawal Without Refund – Withdrawal without refund is administratively imposed for violations of specific regulations.
- 8) BCC Suspension - Separation of the student from BCC for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- 9) BCC Expulsion - Permanent separation of the student from BCC.
- 10) The following sanctions may be imposed upon BCC groups or organizations:
 - a) Those sanctions listed above.
 - b) Deactivation or loss of specific organizational privileges for a specified period of time.

Other than BCC suspension and expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record. Upon graduation, the student's confidential record may be expunged of disciplinary actions other than BCC suspension or BCC expulsion, upon application to the Vice President for Student Affairs. Cases involving the imposition of sanctions other than BCC suspension or BCC expulsion shall be expunged from the student's confidential record five years after final disposition of the case.

ARTICLE III: APPEALS

- 1) A student, student organization, or complainant may appeal the sanctions imposed by the chief student affairs officer of the campus/center to the Vice President for Student Affairs. Such appeals shall be in writing and shall be delivered to the Vice President for Student Affairs within five business days of the receipt of the sanctions from the campus/center chief student affairs officer. A student may appeal grades received involving allegations of academic dishonesty as outlined in BCC Policy 6Hx2-4.19 and Procedure A6Hx2-4.19.
- 2) If a student appeals the decision of the chief student affairs officer to

the Vice President for Student Affairs, the chief student affairs shall decide if sanctions shall be in effect immediately or pending the outcome of the appeal process. If the student or student organization poses a threat to any person, is unruly, disruptive, uncontrollable, damages or threatens to damage any property, or some other very serious condition exists, the chief student affairs officer of the campus/center may suspend the student or organization from activity at BCC immediately, and have the student escorted off of BCC property.

- 3) The chief student affairs officer will forward all necessary paperwork to the Vice President, including but not limited to all incident reports filled out by BCC personnel, all security reports, any witness statements, and any police reports.
- 4) If the matter is referred to the Vice President for Student Affairs, he/she will decide if the matter will be heard and notify the student or student organization in writing of his/her decision. If the matter will be heard, the Vice President for Student Affairs will refer the case to the Student Conduct Committee. The Student Conduct Committee is a sub-committee of the Academic Standards Committee. The Student Conduct Committee shall consist of six members chosen from the Academic Standards Committee. A Hearing Officer shall be selected by the Vice President for Student Affairs from among the six members of the Student Conduct Committee. The Hearing Officer shall assume the role of Chair of the Student Conduct Committee.
- 5) The Student Conduct Committee, after hearing the case in the manner outlined in this Procedure, shall recommend sanction(s) to the Vice President for Student Affairs. The Vice President may accept, reject, or modify the recommendation offered by the Student Conduct Committee.
- 6) The Vice President for Student Affairs shall forward all pertinent paperwork to the Hearing Officer who shall present the charges to the student or student organization in written form. A time shall be set for a hearing, not less than five or more than fifteen business days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Hearing Officer.

ARTICLE IV: HEARING PROCEDURES

- 1) Hearings normally shall be conducted in private. At the request of the accused student(s), and subject to the discretion of the Hearing Officer, a representative of the student press may be admitted, but shall not have the privilege of participating in the hearing. Admission of any person to the hearing shall be at the discretion of the Student Conduct Committee and/or its Hearing Officer.
- 2) In hearings involving more than one accused student, the Hearing Officer of the Student Conduct Committee, in his or her discretion, may permit the hearings concerning each student to be conducted separately.
- 3) The complainant and the accused have the privilege of being assisted by one any advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused are responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a Student Conduct Committee.
- 4) The complainant, the accused, and the Student Conduct Committee shall have the privilege of presenting witnesses, subject to the right of cross-examination by the Student Conduct Committee.
- 5) The student or student organization must notify the Hearing Officer of any witnesses and/or evidence they wish to present, at least one business day prior to the hearing.
- 6) Pertinent records, exhibits and written statements may be accepted as evidence for consideration by a Student Conduct Committee at the discretion of the Hearing Officer.
- 7) All procedural questions are subject to the final decision of the Hearing Officer.
- 8) At the discretion of the Hearing Officer, the accused may have the privilege of facing the accuser.
- 9) There shall be a single verbatim record, such as a tape recording, of all hearings before a Student Conduct Committee. The record shall be the property of BCC.
- 10) After the hearing, the Student Conduct Committee shall determine

by majority vote if the student has violated the section(s) of the Student Code that the student is charged with violating.

- 11) The Student Conduct Committee's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.
- 12) If the Student Conduct Committee determines that a violation(s) of the Student Code has occurred, they will vote on sanction(s) to recommend to the Vice President for Student Affairs. The recommended sanction(s) of the Student Conduct Committee may be more or less severe than those originally imposed by the chief student affairs officer.
- 13) The Vice President for Student Affairs, after receiving the recommendation of the Hearing Officer shall impose sanctions on the student or student organization. Sanctions shall be delivered to the student in writing.
- 14) Except in the case of a student charged with failing to obey the summons of a Student Conduct Committee or BCC official, no student may be found to have violated the Student Code solely because the student failed to appear before a Student Conduct Committee. In all cases, the evidence in support of the charges shall be presented and considered.
- 15) A quorum for the Student Conduct hearing will be the Hearing Officer and three members of the Student Conduct Committee.

ARTICLE V: Interpretation and Revision

- 1) Any question of interpretation regarding the Student Code shall be referred to the Vice President for Student Affairs or his or her designee for final determination.
- 2) The Student Code shall be reviewed periodically at the discretion of the Vice President for Student Affairs.

Disruptive Student Policy

Disruptive Student Policy (BCC Policy 6Hx2-5.19)

The Disruptive Student Policy protects students, faculty and staff from any disruptive behavior of students:

Students who cannot conform to the standards of appropriate behavior as set forth in Broward Community College Policy 6Hx2-5.02, Student Responsibilities, shall not be permitted to interfere with other students' access to a college education. Broward Community College students are subject to federal and state law, county and municipal ordinances, and all policies and procedures of the Board of Trustees. Violation of these published laws, ordinances, or policies and procedures may subject the violator to appropriate action by College authorities. The campus Deans of Student Affairs are authorized to recommend to the Vice President for Student Affairs the suspension or expulsion of students based on disruptive behavior. The Vice President for Student Affairs is authorized to enforce suspension or removal decisions, including the use of appropriate legal processes. Nonviolent student dissent does not fall under the purview of this policy.

For students who exhibit disruptive behavior serious enough to merit disciplinary action, the College may refer the students for appropriate psychological/psychiatric evaluation. The College shall retain the services of a psychological/psychiatric evaluator to assess the behavior and psychological condition of students who exhibit disruptive behavior or threaten bodily harm to themselves or others or exhibit severely disoriented perceptions and/or behaviors. Alternatively, College counselors may be used to assist students who exhibit less severe disruptive behavior.

All records associated with the treatment or disciplinary process shall be kept confidential. Students treated for a mental disorder under this policy are protected by the Americans with Disabilities Act of 1991 and Section 504 of the Rehabilitation Act of 1973.

Students suspended under this policy shall (1) receive a 100% refund for the term during which they were suspended and (2) re-enroll only after certification by a licensed clinical psychologist or psychiatrist, a recommendation from a campus Dean of Student Affairs, and approval by the Vice President for Student Affairs.

Procedures: Dismissal of Disruptive Students

All referrals for immediate intervention with a disruptive student will be made to the appropriate campus/center chief student affairs officer, consistent with BCC Policy 6Hx2-5.19, Dismissal of Disruptive Students. The campus chief student affairs officer will assess the student's condition, and if further evaluation is needed he/she will consult with the Vice President for Student Affairs and Enrollment Management. The campus/center chief student affairs officer and Vice President will determine whether an evaluation with an agency consultant is necessary, and the Vice President or his/her designated representative will make the referral to a professional clinician for psychological and/or psychiatric evaluation. The campus/center chief student affairs officer may decide not to allow the student onto campus prior to

the results of professional evaluation.

The student will be informed by the campus/center chief student affairs officer of the reason(s) that he/she is being referred for the initial evaluation and whether the College will assume the expense for this evaluation. The results of the evaluation will be used by the Vice President, and the campus/center chief student affairs officer, in determining the student's enrollment status with the College.

The College will retain the services of professional clinicians who:

- 1) Are state licensed and have appropriate credentials in the field of mental health, according to State of Florida guidelines.
- 2) Will provide a written evaluation and diagnosis of the student in a timely manner following referral.
- 3) Will provide information regarding follow-up treatment if necessary.
- 4) Have the ability and available personnel to provide immediate crisis intervention, if the severity of the incident or client's condition so warrants.

Re-entry Process: If a student, who has been removed from the College under the Disruptive Student Policy, applies for re-entry to the College, the following process will be followed:

- 1) The campus/center chief student affairs officer must be contacted by the student regarding her/his request for re-entry to the College. The campus/center chief student affairs officer, in consultation with the Vice President for Student Affairs, shall determine if a student will be allowed to return to BCC. Students who are considered likely to disrupt the educational environment or who pose a threat to persons or property will not be re-admitted.
- 2) If a student does not agree with the decision made by the campus/center chief student affairs officer, he/she may appeal to the Vice President for Student Affairs and Enrollment Management.

Sexual Harassment Policy

Sexual Harassment Policy (BCC Policy 6Hx5.20)

The Sexual Harassment/Battery/Assault policy protects against and deals with sexual harassment:

Sexual Harassment: As established in Broward Community College Policy 6Hx2-3.31, Sexual Harassment, the College intends to protect all students from sexual harassment.

Sexual Harassment Defined: For the purpose of this policy, sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature which (1) makes submissions to or rejection of such conduct either an explicit or implicit basis for academic decisions affecting the individual or (2) unreasonably interferes with the individual's academic performance by creating an intimidating, hostile, or offensive environment.

Conduct which falls into the definition of sexual harassment includes, but is not limited to:

- Unwelcome physical contact of a sexual nature such as patting, pinching, or unnecessary touching.
- Overt or implied threats against an individual to induce him/her to perform sexual favors or to engage in an unwelcome sexual relationship.
- Verbal innuendos or jokes of a sexual nature, including graphic or degrading verbal comments about an individual and/or his or her appearance.
- Use of sexually suggestive terms or gestures to describe a person's body, clothing, or sexual activities.

Complaint Procedure: The Procedure for filing a complaint regarding sexual harassment is set forth in BCC Procedure A6Hx2-5.22, Non-Discrimination and Harassment Procedure for Students. All complaints and investigations of sexual harassment will be kept as confidential as possible to the extent allowed by law.

Any student who engages in the sexual harassment of any officer, employee, student, or agent of the College shall be subject to disciplinary action.

Sexual Battery/Assault: No student may commit or attempt a sexual battery/assault against any student or employee of the College or against any person at a College sponsored or supervised activity. In addition to any criminal or civil actions which may be pending or in process, the College may pursue a separate disciplinary action against any student believed to have committed or attempted a sexual battery as defined in Broward Community College Policy 6Hx2-3.32, Sexual Battery/Assault.

Sexual Battery Defined: Commonly referred to as rape, sexual battery shall be defined in accordance with Florida Statutes, Chapter 794.011, as a

criminal act consisting of “oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object” without that person’s consent. Consent means intelligent, knowing, and voluntary consent and does not include a coerced submission or a submission obtained by threatening the victim. Consent shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender.

Furthermore, consent cannot be obtained from a person who is temporarily or permanently incapable of appraising the nature of his/her conduct. For example, a person who is under the influence of an intoxicating substance may be unable to appraise the nature of his/her conduct. Under Florida law, both males and females may be victims of sexual battery. It does not matter whether the victim knew his/her attacker (date/acquaintance rape) or did not know his/her attacker (stranger rape). It does not matter if the victim has had a previous relationship with his/her attacker.

Procedures: Sexual Harassment/Assault

The Non-Discrimination and Harassment Procedure for Students, A6Hx2-5.22, is the appropriate procedure to file a complaint of sexual harassment.

Sexual Battery/Assault: The President has delegated responsibility for administering this procedure to the Campus Deans of Student Affairs. Any violation of Broward Community College Policy 6Hx2-5.20, Sexual Harassment/Battery/Assault, on-campus or at College-sponsored events, shall be reported immediately to the campus/center chief student affairs officer or the campus Provost and/or the Campus Security Office. The chief student affairs officer shall immediately confer with the Vice President for Student Affairs and notify appropriate law enforcement agencies. The investigation of sexual battery/assault shall be the responsibility of law enforcement personnel.

College personnel shall assist by processing evidence, providing names of witnesses, offering counseling support to victims and their families and arranging referrals to community agencies as necessary.

In order to alleviate rumors and promote understanding and calm, the campus provost/center director, in coordination with the Director of College Relations, shall also provide information to the campus community about the incident.

In the event an alleged perpetrator of a sexual battery/assault is an enrolled student, the chief student affairs officer, campus provost/center director, and the Vice President for Student Affairs shall first consult with law enforcement personnel and the College attorney and then decide whether immediate suspension from the College is warranted, pursuant to College disciplinary process as outlined in the Student Handbook.

In the case of off-campus violations of this policy involving students, the chief student affairs officer, campus provost/center director and Vice President for Student Affairs may assist law enforcement personnel consistent with the Family Educational Rights and Privacy Act and applicable Florida Statutes. Victim counseling and other support shall also be provided according to the needs of the victim and family members.

Non-Discrimination and Harassment Policy

Non-Discrimination and Harassment Policy (BCC Policy 6Hx2-5.22)

The Non-Discrimination and Harassment policy was developed to uphold laws protecting students against discrimination of all types:

General Statement: Federal and state laws protect students and student applicants against discrimination.

- 1) Broward Community College affirms its commitment to ensure that each student shall be permitted to study and otherwise participate in the BCC community in an environment free from any form of illegal discrimination, including race, color, religion, age, disability, sex, sexual orientation, national origin, marital status, and veteran status. The College recognizes its obligation to work towards a community in which diversity is valued and opportunity is equalized. This rule establishes procedures for a student to file a complaint of the alleged discrimination or harassment.
- 2) It shall be a violation of this policy for any officer, employee, or agent of the College to discriminate against or harass, as hereinafter defined, any student or student applicant. Discrimination and harassment are forms of conduct that shall result in disciplinary or other action as provided by the rules of the College.

Definitions:

- 1) For the purpose of this policy, discrimination and harassment are defined as treating any student or student applicant differently than others are treated based upon race, color, religion, age, disability, sex, sexual orientation, national origin, marital status, or veteran status.
- 2) Conduct that falls into the definition of discrimination includes, but is not limited to:
 - a) Disparity of treatment in educational programs and related support services on the basis of membership in one of the listed groups.
 - b) Limitation in access to participation in athletic, social, cultural

- or other activities of the College because of membership in one of the listed groups.
- c) Discrimination of the foregoing types on the basis of sex, unless based on legal distinctions in needs for restrooms, athletics, and other such areas.
 - d) Retaliation for filing complaints or protesting practices that are prohibited under this policy.
- 3) Conduct that falls into the definition of harassment includes, but is not limited to, harassment based on race, color, religion, age, disability, sex, sexual orientation, national origin, marital status, or veterans' status. (For harassment on the basis of sex, see Policy 6Hx2-5.20 Sexual Harassment). Within the context of this policy, harassment is defined as conduct that unreasonably interferes with a student or student applicant's status or performance by creating an intimidating, hostile, or offensive environment. It includes offensive or demeaning language or treatment of an individual where such language or treatment is based typically on prejudicial stereotypes of a group to which an individual may belong. It includes, but is not limited to, objectionable epithets, threatened or actual physical harm or abuse, or other intimidating or insulting conduct directed against the individual.
- 4) Scope of prohibitions: Activities covered under this policy include, but are not limited to, all educational, cultural and social activities occurring on campus or sponsored by BCC.

Procedures: Non-Discrimination Policy

Administration: The campus chief student affairs officer on each campus/center shall administer procedures as they apply to students. The campus chief student affairs officer shall answer inquiries regarding procedures contained in policy and may provide informal advice to students who are unsure whether they have been victims of discrimination or harassment.

Informal Complaints: Any student or applicant for admission to the College who believes that he/she has been the subject of discrimination or harassment may seek advice or consultation from the campus chief student affairs officer or a Counselor who may informally advise the complainant in formulating a plan for resolution of the problem. Should the problem not be resolved satisfactorily using the informal process, the complainant shall have 30 days to file a formal complaint.

Formal Complaints: A formal complaint must be made in writing and sub-

mitted to the Campus Provost/Center Administrator. The written complaint shall contain the name of the complainant and state the nature of the act(s) complained of, including such details as the name of the alleged offender(s) and the date(s) on which the offending act(s) occurred, the name(s) of any witnesses, and the desired resolution(s). A formal complaint must be filed within 180 days of the alleged act(s) of discrimination or harassment or within 30 days following the informal complaint resolution.

The Campus Provost/Center Administrator may attempt resolution during the course of an investigation of a complaint. The Campus Provost/Center Administrator shall involve the campus chief student affairs officer in the investigation of all student/student and student/employee complaints.

If resolution of the complaint was achieved between the parties and the alleged offender fails to abide by the agreement or retaliates against the alleged victim, the Campus Provost/Center Administrator may require the complaint to proceed as if resolution had not been reached.

If the complaint involves the Campus Provost/Center Administrator or if the complainant believes that the Campus Provost/Center Administrator may lack impartiality, the complainant may choose to file a formal complaint with the Vice President for Student Affairs and Enrollment Management.

Resolution: The Campus Provost/Center Administrator may provide a reasonable resolution to the complaint and may also recommend or take disciplinary action against the alleged offender. Disciplinary action shall be taken in accordance with the Student Code of Conduct in the case of a student, or in accordance with the policies and procedures affecting the class of employee, consistent with the terms of any applicable collective bargaining agreement.

Prohibition of Retaliation: No College student or employee shall retaliate against a complainant. Any attempt to retaliate against a student, employee, or agent for initiating a complaint shall be treated as a separate incident of discrimination or harassment.

Confidentiality: All complaints of discrimination, harassment, or retaliation and investigations of the same will be kept as confidential as possible to the extent allowed by law.

Frivolous or Malicious Complaints: In the event that a claim of discrimination, harassment, or retaliation is found to be frivolous or malicious, appropriate College sanctions, including disciplinary action as appropriate, shall be taken against the complainant.

Concurrent Grievance: Nothing contained in this procedure shall affect

the right of a complainant to pursue the matter with an appropriate external agency.

Discrimination, Harassment, and Retaliation Policy

Discrimination, Harassment, and Retaliation Policy (BCC Policy 6Hx2-2.18)
The Discrimination, Harassment, and Retaliation Policy protects students against harassment:

At the direction of the President, the College may obtain court orders for any faculty, staff or student who is being harassed if the harassment arises from their status at the College.

Grievance Process

Grievance Process (BCC Policy 6Hx2-5.23)

The Grievance Policy assures rapid resolution of conflicts between students and faculty:

The College encourages students to resolve their differences with College employees as soon as possible; however, in order that students may be assured fair consideration of their problems, a means of review and appeal to a higher-level authority, without prejudice, is hereby established.

Grievance Defined: For the purpose of this policy a grievance is defined as a student's perception of the improper application of College policies or procedures.

Any student has a right to file a grievance. The President shall establish appropriate procedures for facilitating grievances.

Procedures: Grievance Process for Non-Instructional Issues

Informal Resolution: The student shall informally submit his/her grievance, either verbally or in writing, to the supervisor of the department where the alleged improper application of College policy or procedure occurred. The student must submit his/her grievance within 30 calendar days after the incident is alleged to have occurred and the grievance must refer to the specific College Policy or Procedure that was unfairly or misapplied. Students may choose to either ask for a specific action on the part of the College or are free to simply voice their grievance without asking for any action on the part of the College.

Formal Resolution: If a satisfactory resolution cannot be reached with the supervisor of the department, the student may formally appeal the decision, in writing, to the next higher level supervisor. The student must submit his/

her grievance within 30 calendar days after a response is received from the informal process. Appeals to higher levels of authority end with the appropriate campus provost/center director, or appropriate vice president.

The Vice President for Student Affairs may serve as a liaison between students and staff at all levels of the grievance process.

HIV/AIDS

HIV/AIDS (BCC Policy 6Hx2-5.16)

The HIV/AIDS policy assures compliance with the Americans with Disabilities Act of 1990:

The Americans with Disabilities Act of 1990, Section #504 of the Federal Rehabilitation Act of 1973, and the Florida Educational Equity Act prohibit discrimination against persons with disabilities. Any student with HIV or AIDS may seek assistance from any Campus Disability Services Office. The following policy has been enacted pursuant to Florida Statutes 240.3191, 240.3192, and 240.3193.

In recognition of human immunodeficiency virus (HIV) infection and acquired immune deficiency syndrome (AIDS), the campus student life offices will coordinate a program consisting of education, prevention, activities, and counseling services. Students will be referred to community and governmental agencies for additional support as necessary.

No student will be denied admission to the College on the basis that he/she has HIV. The College will not inquire of any potential student as to whether or not that person has HIV except where health records are required. In accordance with Florida Statutes 381.609, and the American College Health Association's Recommended Standards and Practices for a College Health Program, any student who informs the College that he/she has HIV will be afforded confidentiality regarding disclosure of their medical condition. No person, group, agency insurer, employer, or institution shall be provided any medical or other information without the prior specific written consent of the affected person. In the health sciences, medical records or other information will not be disclosed unless required by the health care agency where the student is acquiring clinical experiences. Students with HIV/AIDS who do not pose a threat to the safety of themselves or others will remain in classes.

The Broward Community College Student Handbook provides further information concerning HIV and AIDS, including identification of additional campus resources that may provide further information on HIV and AIDS. Any student who feels that they have been discriminated against in violation of this policy should notify the Vice President for Student Affairs.

ADA Compliance

Informal and formal complaints regarding the academic treatment of students with disabilities will be referred to the campus Office of Disability Services to assure that Disability Services Grievance Procedures have been exhausted. If those procedures have been exhausted without a resolution agreeable to the student, that student may contact the College's ADA Coordinator, Marcia Conliffe at 201-7634, or email mconliff@broward.edu, or 225 E. Las Olas Blvd. Rm. 125C, Ft. Lauderdale, FL 33301.

Equity Coordinator

The Equity Coordinator is designated to coordinate compliance with civil rights protections. Questions pertaining to educational equity, equal opportunity or equal access should be addressed to Pat Senior at 201-7371, or email psenior@broward.edu, or 225 East Las Olas Blvd., Rm. 605, Ft. Lauderdale, FL 33301.

Student Ombudsman

Student Ombudsman (BCC Policy 6Hx2-5.26)

Broward Community College has designated personnel to serve as ombudsmen to advocate for student issues:

The campus/center chief student affairs officer shall serve as the campus/center Student Ombudsman, and will serve as an advocate for students' general issues and concerns. The campus/center chief student affairs officer will guide students to appropriate personnel, and provide students with appropriate College policies and procedures.

If a student's issue is related to academic standards of progress, graduation requirements, access to courses, or other academic policies, the campus/center chief student affairs officer will refer the student to the Academic Standards Committee. The Academic Standards Committee makes recommendations to the Vice President for Student Affairs upon reviewing the student's petition and interviewing the student. The Vice President for Student Affairs shall approve or disapprove recommendations from the Academic Standards Committee in his/her role as the College Student Ombudsman.

The College Ombudsman is the Chief Student Affairs Officer for the College, Vice President for Student Affairs, Robert Cabello. The Campus Ombudsman for each campus is the Dean of Student Affairs at each campus, and the Director of Student Affairs at each center.

Procedures: Student Ombudsman

The college provides students with an Academic Standards Committee which is empowered to address students' requests for exceptions to academic policies:

The chief student affairs officer on each campus or center, in the role of campus/center Student Ombudsman, shall be responsible for addressing student concerns.

The Academic Standards Committee hears appeals from students on matters related to academic policies such as standards of progress, graduation requirements, and repeating courses. The Committee makes recommendations to the Vice President for Student Affairs in his/her role as College Student Ombudsman. The following procedure shall apply to requests for exceptions to established academic policies:

- 1) The student shall complete the Academic Standards Petition that is available at all student affairs offices. The Petition shall include all pertinent and relevant documentation such as transcripts, letters from the transferring institution, medical documentation. If the petition is a request for admission while on suspension or dismissal from another institution, the student should include a letter of support (if available) to attend Broward Community College from the previously attended institution.
- 2) The campus/center chief student affairs officer or designee must sign the petition and forward it to the College Registrar's office no later than one week prior to the scheduled meeting. Exceptions must be approved through the campus/center chief student affairs officer.
- 3) The dates, places and times of the Academic Standards Committee are published in the College calendar and can be obtained from the campus/center student affairs offices.
- 4) In cases involving entering or re-entering Broward Community College after suspension, the student shall be required to attend the meeting. Students will appear before the Committee in order of sign-in.
- 5) After careful review of the petitions the Committee shall make recommendations to the Vice President for Student Affairs. The Vice President for Student Affairs approves or disapproves the recommendations from the Committee.
- 6) The student shall be notified in writing of the Vice President's decision.

Computer Usage

College Network and Software Usage by Students (BCC Policy 6Hx2-8.02)
The College Network and Software Usage policy protects against unlawful use of BCC computers:

BCC provides all of its students with College Network and Internet access so that they can obtain up-to-date information useful for their advancement in academics. Inappropriate College Network and Internet usage will result in the loss of network access and possible disciplinary actions. With the exception of academic reasons, BCC prohibits students from using the Internet to intentionally visit sites that are pornographic, sexually explicit, racially or ethnically biased or harassing or offensive in any way, either in graphic or text form. BCC reserves the right to monitor any and all network activities including Internet access. Only authorized BCC employees or vendors will install software on College computers. Computers and hardware devices that are designated as part of a curriculum may be modified by students enrolled in the associated courses as required by the curriculum. In addition, all software and files downloaded from non-BCC sources via the Internet should be screened with BCC approved virus detection software and students should not open e-mail attachments with .exe, .vbs, or .com extensions.

E-mail Usage

College Communication to Students Via E-mail (BCC Policy 6Hx2-8.04)
The College Communication to Students Via E-mail protects against inappropriate use of the e-mail system:

The College has a right to send communications to students via their assigned College e-mail address and the right to expect that those communications will be received and read in a timely fashion. Inappropriate use of the e-mail system may result in immediate loss of e-mail privileges and possible disciplinary actions. Students are expected to regularly check their BCC e-mail account to ensure they are kept up to date on official college correspondence. Students who maintain personal e-mail accounts outside of BCC may forward their BCC e-mail to these accounts. Students shall not use e-mail to transmit messages that contain remarks, images, or content that can be considered defamatory, offensive, harassing, disruptive, derogatory, racial, or ethnic slurs or pornographic comments or images or to transmit chain letters.

These are abridged versions of the computer policies and procedures and the complete procedures can be found on the web at www.broward.edu.

How to activate your BCC e-mail address:

Only current students will be provided with a BCC e-mail account. Log onto my BCC/SOS Login: www.broward.edu

- 1) Enter Login ID
- 2) Enter PIN
- 3) Select Personal tab
- 4) Select Student e-mail tab
- 5) Student must read the BCC Student Computer Fair Use Guidelines and Agreement and accept the terms.

PAYMENT AND REFUND OF STUDENT FEES

Cashier's Office and Financial Services via the Web

Students may pay tuition and fees and obtain financial information from either a campus Cashier's Office or the Broward Community College website at www.broward.edu, under PAYMENT, students may access the following options:

- Pay by credit card
- Instructions to pay by mail
- Information regarding a student's tuition and fees for a specific term including the fee payment due date
- 1098T tax information including duplicate forms for current and prior years and answers to frequently asked questions
- View and accept Florida Prepaid College Program coverage
- View all tuition, fees, book, and outstanding debt payments and coverage for a specific term
- View and print copies of payment receipts

Fees must be paid by the assigned fee payment due date. At the time of class payment, the student will be required to pay any obligations such as library fines and parking fines or receivables in full. There are three ways to pay for classes: by American Express, Discover, Visa or MasterCard on the web, by mailing a check to the Downtown Center Cashier's Office, no counter (starter) checks will be accepted, or by paying with cash, check, credit card at a campus Cashier's Office.

Checks must be made payable to Broward Community College and include the student's social security number. Checks or money orders for payment of student fees must be made payable to Broward Community College in U.S. (\$) dollars and drawn on a U.S. bank. Payments in non-U.S.

funds or drawn on Non-U.S. banks will be returned unprocessed. If the payment is by credit card, the authorized user must be present. At the time of class payment, the student will be required to pay any obligations such as library fines and parking fines or receivables in full.

To read the complete student fees, charges and refunds policy (Policy 6x2-6.13), acceptance of credit card payment policy (Policy 6x2-6.28), and collection of funds owed to the college policy (Policy 6x2-6.16), visit www.broward.edu/polprocman. Additional information may also be available in the college catalog.

Students are required to maintain current address information with the College. Address information can be updated via the web or at your campus Admission's Office.

For office hours and additional information, contact your campus Cashier's Office at:

Central Campus - 201-6545

North Campus - 201-2210

South Campus - 201-8830

WHC - 201-7508

Pines Center - 201-3607

Refunds of Student Fees

Student fees, charges, and refunds (BCC Policy 6x2-6.13). Students are eligible for refunds in certain specific cases. The following is an excerpt from the complete policy. To read the complete policy visit www.broward.edu/polprocman.

Refunds

When a student petitions for a refund, he/she must have withdrawn from any class(es) for which a petition is being considered.

Refunds for Degree and Certificate Program Courses.

A full refund of tuition and out-of-state fees, and all other special fees categorized as refundable shall be made when official drop notification is received and approved prior to the end of the College's published drop period.

Student Financial Services and Student Business Services shall establish refund guidelines pursuant to federal rules.

Refunds due to extenuating circumstances: When a student is required to withdraw from all courses because of documented circumstances determined by the College to be exceptional and beyond the control of the student, and the student's petition is received by the College after the official drop period but prior to the withdrawal date of the subsequent major term, a

100 percent refund may be approved. Such circumstances may include, but are not limited to, serious illness, involuntary call to active military duty, and other emergency circumstances or extraordinary situations. The Campus Provost may consider petition for refunds received outside the specified time frame.

Students have responsibility to learn—and comply with—prerequisites and co-requisites of courses for which they register. Refunds will not be given when students are not in compliance and do not drop such courses by the College's official drop period.

The refund may be issued in the form of a check or credit card refund depending on how the class(es) were originally paid. A class that is paid with cash or check will be refunded in the form of a check. A class that was paid with a credit card will be refunded to the credit card. Students whose classes were paid with financial aid may receive a check refund pending a review of the student's continued eligibility after the drop of class(es) by the Office of Student Financial Services. Any outstanding debt owed by the student will be paid prior to the student receiving a class refund.

Refunds for Continuing Education Courses.

A 100 percent refund for continuing education courses shall occur up to the date of the first class for those classes meeting only once. A 100 percent refund for continuing education courses may occur up to the second class period for those meeting more than once. Refunds for extenuating circumstances may be approved by the appropriate senior administrator in accordance with the above requirements for degree and certificate program courses.

ACADEMIC POLICIES

Community College Transfer Guarantee

The Community College Transfer Guarantee assures that students with an Associate of Arts degree are guaranteed specific transfer rights to other state colleges and universities:

Students who graduate from Florida community colleges with an AA degree are guaranteed the following rights under the Statewide Articulation Agreement (State Board of Education Rule 6A-10.024):

- ♦ Admission to one of the eleven state universities, except to limited access programs

- ♦ Acceptance of at least 60 semester hours by the state universities.
- ♦ Adherence to the university requirements and policies, based on the catalog in effect at the time the student first enters a community college, provided the student maintains continuous enrollment.
- ♦ Transfer of equivalent courses under the Statewide Course Numbering System.
- ♦ Acceptance by the state universities of credits earned in accelerated programs (e.g., CLEP, AP, Dual Enrollment, Early Admission, International Baccalaureate, and AICE).
- ♦ No additional General Education Core requirements.
- ♦ Advance knowledge of selection criteria for limited access programs.
- ♦ Equal opportunity with native university students to enter limited access programs.

Should any guarantee be denied, students have the right to appeal in writing to the Vice President for Student Affairs at BCC. Each state university and community college shall make available established appeal procedures through the respective articulation officers.

Class attendance policy

Class attendance policy (BCC Policy 6Hx2-4.18)

The Class Attendance Policy outlines rules for class attendance:

The College believes that class attendance plays a major role in the teaching/learning process and, therefore, expects students to attend classes regularly and on time. Exceptions to this policy are set forth below.

Faculty Responsibilities

It is the responsibility of each faculty member to formulate an attendance policy for the courses he/she teaches and to ensure that this policy is communicated in writing in the course syllabus within the first week of class meetings. Members of the College's staff are expected to exercise good judgment in the formulation, implementation, and application of their policies.

Non-Class Days

Should unanticipated circumstances that are beyond anyone's control or when concerns are raised about the safety and/or security of the students, faculty, staff, and/or the facilities, the President or his/her designee has the authority to close a campus or the College. For purposes of grading and attendance policies, the day(s) during which the campus/College is closed shall be considered a non-class day(s). When this occurs, each faculty member shall determine how best to make up the lost class time.

Non-Penalized Absences

There shall be no penalty for a student who is absent from academic activities because of religious holy day observances in his/her own faith, the student's serious illness, a death in the immediate family, or attendance to statutory governmental responsibilities.

Student Responsibilities Relative to Non-Penalized Absences

A student shall notify instructors in advance of absence(s) to observe a religious holy day(s) in his/her own faith, and shall likewise notify instructors in advance of other absences when practicable under the circumstances. "Death in the immediate family" shall be interpreted to mean mother, father, spouse, child, brother, sister, grandparents, or grandchildren. "Statutory governmental responsibilities" refer to such matters as jury duty, subpoena for court appearance, or unplanned military obligation. If a non-penalized absence occurs on the first day of class, the student shall notify the instructor of the reason for his/her absence at the next class meeting. Documentation for non-penalized absences shall be presented by the student should the faculty member request it. The student shall be responsible for the material covered in his/her absence and shall be granted a reasonable amount of time to make up any work or test missed for non-penalized absences.

Extenuating Circumstances

Should a student see a difficulty in observing the attendance policy in his/her class, contact shall be made with the faculty member involved within the first week of class to work out an alternate arrangement. If an alternate arrangement cannot be made, then the student may seek an alternate class, where applicable, that accommodates his/her requirements.

Excessive Absences

Excessive absences from any course, regardless of the reason, may result in withdrawal of the student from the course and/or necessitate that the student repeat the course.

Classes with Special Instructional Requirements

Attendance requirements shall conform to applicable accreditation standards, licensure requirements, or other instructional requirements. Although the make up of laboratory or clinical classes may not be possible, non-punitive provisions will be made for absences caused by serious illness, religious observances, or other approved reasons. These provisions may include giving a student a W or I grade.

Appeals

A student may appeal a Faculty member's attendance policy, or the application thereof, by following the procedure for appeals concerning grades which is set forth in Broward Community College Policy 6Hx2-4.19, Grades and Grade Appeal Process.

Grades and Grade Appeal Process

Grades and grade appeal process (BCC Policy 6Hx2-4.19)

The grades and Grades Appeal process policy establishes a mechanism for students to challenge a grade:

Florida State Board of Education Administrative Rules, Chapter 6A-14.0301, limits the number of times a student may attempt a course. An attempt is defined as student enrollment after the 100 percent refund deadline.

Total Attempts College-Level Courses

A student may have only three attempts per course, including the original grade, repeat grades, withdrawals, and audits declared after the end of the drop/add period. A fourth attempt may be allowed only through a successful petition to the Academic Standards Committee based on major extenuating circumstances. The total attempts limitation, however, does not apply to repeatable courses, such as music, choir, etc., that have been successfully completed and are now being repeated for further skill enhancement; or to courses that are required to be repeated by a regulatory agency; or are being repeated as part of a regulatory requirement for continuing education to stay current in a field, such as teacher certification.

Total Attempts - College-Preparatory Courses

A student may not enroll for more than three attempts in each college-preparatory course. A student who withdraws from a college-preparatory course under major extenuating circumstances may be granted an exception through petition to the Academic Standards Committee. A college pre-

paratory student, who is required to be certified as completing competency-based college preparatory instruction, may not enroll as an audit student.

Faculty Grading Policy

Each Faculty member shall communicate in writing in clear detail his/her grading policy within the first week of class meetings of each course. The policy shall be included in the syllabus for the course. The elements to be considered in calculating the student's course grade shall be clearly articulated as to value and all factors to be considered in arriving at the final grade shall be stated. Any appeal on the grade shall be considered against the background and the standard as set forth in the Faculty member's grading policy.

Final Grades and Records

Final grades for each term are recorded and preserved. Reports are submitted to students at the close of term. Grade point averages for graduation and honors are calculated only on college level academic work and include all work attempted at all colleges.

The following grades are used to calculate the grade point average:

Grades		Points
A	Excellent	4
B	Good	3
C	Average	2
D	Passing	1
F	Failure	0

The following grades, however, do not affect the grade point average:

Grades		Points	Grades		Points
I	Incomplete	0	NG	No Grade Assigned	0
W	Official Withdrawal	0	NR	Grade Not Received	0
X	Audit	0	S	Satisfactory	0
XW	Audit Withdrawal	0	U	Unsatisfactory	0
			NC	Non-Credit Course	0

Non-Punitive Grades: Grades which do not affect the grade point average are awarded under the following circumstances.

I Incomplete

An **I** grade may be given in courses where a student in good standing and with documented extenuating circumstances has not completed the required course work by the end of the term. The student should make arrangements to have the **I** changed to a final grade by the Instructor (by the

agreed upon date) during the next full semester (summer terms are not considered in this time limit). If no change is initiated during the next full term, the **I** will automatically become an **F** on the student's permanent record. If the course work is completed, resulting in a passing grade, the student's transcript will be amended and final GPA calculated.

W Official Withdrawal

Florida State Board of Education Administrative Rules, Chapter 6A-14.0301, requires community colleges to adhere to the following procedures relating to the awarding of a **W** for a student withdrawal from a course.

- 1) The student may withdraw without academic penalty from any course by the midpoint in the semester.
- 2) The student will be permitted a maximum of two withdrawals per course.
- 3) Upon the third attempt, the student will not be permitted to withdraw and will receive an **A, B, C, D, or F** grade for that course.

X and XW Audit

A student should indicate the desire to audit a course when registering for the class and cannot change from audit to credit after the drop/add period. Up to the end of the withdrawal period, a student may change to audit with the permission of the Faculty member. A student who audits a course must adhere to attendance requirements of the course and, if the Faculty member desires, in-class requirements. No grade will be assigned and no credit will be awarded; however, an audit will count as an attempt if such enrollment status is declared after the end of the drop/add period. The transcript will indicate a course was audited by listing an **X** grade, but an **XW** indicating withdrawal may be given the student at the discretion of a Faculty member for failure to adhere to attendance or in-class requirements of the course. A student may take a course previously audited for credit but may not petition for credit on the basis of the previous audit. The cost for auditing a course is the same as taking it for credit. A department may exclude a course from audit status. College preparatory students, who are required to be certified as completing competency-based college preparatory instruction, may not be enrolled as audit students.

NC Non-Credit Course

The **NC** is assigned automatically for any zero credit hour course. **NC** is used for continuing education, economic development, lifelong learning, and other classes for which no credit is awarded.

NG No Grade Assigned

The **NG** is used to indicate that a student has not satisfied the requirements for a non-credit class. It is also used for certain self-paced courses as well as designated Health Sciences and continuing education classes.

NR No Grade Reported

The **NR** is assigned by the Registrar's Office in cases where class rolls have not been submitted in time for normal processing of grades.

S and U Satisfactory and Unsatisfactory

The S and U grades are used only for those courses that have received prior approval through the curriculum review process to award the Satisfactory/Unsatisfactory grades.

Forgiveness

In accordance with *Florida State Board of Education Administrative Rules*, Chapter 6A-14.0301, a student who has completed a course and desires to improve his/her grade for that course may repeat the course only if he/she has earned a D or F grade. The number of repeat attempts is limited to two per course. Repetition of a course removes the previous grade from the student's record only for the purpose of calculating grade point average. The original grade remains on the transcript, but only the grade earned in the last attempt is used for calculating the degree grade point average. The State's Articulation Agreement does not allow courses to be repeated for the purpose of changing a student's grade point average after the associate degree has been awarded.

Withdrawal Under Exceptional Circumstances

When a student is required to withdraw from a course after the official drop period, but prior to the midterm date, because of circumstances determined by the College to be exceptional and beyond the control of the student, a 100 percent refund may be approved by the Provost of the campus, the Downtown Center Administrator, or the Provost of the Center for Health Sciences Education, where the student is enrolled. Such circumstances may include, but are not limited to, serious illness, involuntary call to active military duty, or other emergency circumstances or extraordinary situations.

Grade Appeal Process

The Grade Appeal Processes apply to final course grades and grades received as a result of academic dishonesty. The appeal processes described in Procedure 6Hx2-4.19 provide procedural due process to students.

Grounds for Using the Grade Appeal Process

Any appeal of a course grade shall be considered in comparison with the standards in the Faculty member's grading policy. Each Faculty member shall communicate in clear, detailed written form his/her grading policy within the first week of the course. The policy shall be included in the course syllabus. The elements to be considered in calculating the student's grade shall be clearly articulated as to value and all factors to be considered in arriving at the final grade shall be stated. The student's appeal shall be based upon a complaint of inequitable treatment that the student can demonstrate with reasonable evidence. The appeal shall show that the grading policy was misapplied to the student.

The appeal shall be based upon the student's claim that academic dishonesty did not occur. The academic sanction imposed by the Faculty member and stipulated in the course syllabus may not be appealed.

Preliminary Action: Resolution with the Faculty Member. If a student thinks that he/she has been unfairly graded in a course, the student should meet or communicate no later than the second week of the next term with the Faculty member in an attempt to settle the disputed grade and avoid the formal Grade Appeal Process. If the student is uncomfortable with approaching the Faculty member, the Department Head may arrange the meeting between the student and the Faculty member.

Either the Faculty member or the student may request the Department Head/Center Administrator or other college official to be present. If the resolution results in a grade change, then the Faculty member shall initiate said change no later than five working days of the meeting.

Should the Faculty member no longer be in the College's employ and/or be unreachable by any means when the student files a grade appeal, then the student may initiate this process with the Department Head.

If the student is dissatisfied with the Faculty member's decision, then the student may begin the three-step Grade Appeal Process as outlined below. The purpose of this process is to determine whether or not the Faculty member followed the College grading policy as specified in the Catalog, in the *Broward Community College Policy Manual*, in the *Broward Community College Faculty Staff Handbook*, and in the Faculty member's grading policy as transmitted to the student.

At any step, if the student and the Faculty member can resolve the issue, the Appeal Process is concluded. Deviations from the time frames stipulated in the formal Grade Appeal Process must be agreed to by both the student and the Faculty member.

Adjunct faculty may request the assistance of a full-time faculty mentor during the appeal process.

Step 1: Submission of Documents. The student will obtain a *Grade Ap-*

peal Request Package from the Student Affairs Office or the Department Head/Center Administrator's Office. In the completion of this package, the student must include all issues and arguments and must attach all pertinent forms, paperwork, and evidence that he/she wishes to be considered in the appeal. The student must make the written appeal as soon after receiving his/her final grades as possible, but no later than within three weeks after the start of the next term. The process begins with the student submitting the *Grade Appeal Request Package* to the Faculty member via the Department Head/Center Administrator. In the absence of extraordinary circumstances, failure to complete the *Grade Appeal Request Package* in the designated time period will end the student's right to appeal. Students taking sequential courses will be allowed to enroll for subsequent classes, but they are cautioned that should they lose their appeal, they will be removed from the classes. All appropriate funds will be refunded to them.

Step 2: Mediation by Department Head. The Department Head will have five working days to set a date acceptable to all parties for a mediation session. This mediation session shall be within ten working days of the receipt of the *Grade Appeal Request Package* from the student as a result of Step 1.

If the Instructor is also a Department Head, the Dean of Academic Affairs/Center Administrator will designate another Department Head to conduct the mediation. In the case of the Downtown Center, the Center Administrator will ask an appropriate Department Head from one of the campuses to conduct the mediation session.

Following the mediation session, the Department Head will reply in writing to the student as to whether the request is either 'granted' or 'denied.' If the Faculty member has declined to change the recorded grade, the Department Head will convey the Faculty member's rationale to the student in the formal reply. The student will be afforded five working days to decide if he/she desires to pursue the appeal with the Campus/Center Grade Appeals Committee.

Step 3: A Hearing Before the Campus/Center Grade Appeals Committee. If the student is dissatisfied with the results of the Department Head's mediation, he/she may notify the Campus Academic Dean/Center Administrator within five working days of the Department Head's response from Step 2. The Department Head will forward the

Grade Appeal Request Package to the Campus Academic Dean/Center administrator. The Campus Academic Dean/Campus Administrator will submit the *Grade Appeal Request Package* to the Campus/Center Grade Appeals Committee. For purposes of this procedure, the Center for Health Sciences and the Willis Holcombe Center will be considered separate campuses.

The membership of the Campus/Center Grade Appeals Committee will be chosen from a resource pool of faculty, advisors, counselors, and students. The pool will be jointly appointed by the Campus Academic Dean/Center Administrator and the Faculty Senate President. The Campus Academic Dean/Center Administrator will convene the Committee, which will be comprised of seven members from the pool, and serve as the Chairperson. Faculty will constitute a majority of the Committee. Only one member may be from the affected department. One member will be a student. The remaining members of the Committee will be representative of a cross-section of academic disciplines and student personnel areas.

The Campus/Center Grade Appeals Committee will meet on an as-needed basis. The Committee will have three weeks from the time the *Grade Appeal Request Package* is received to hold a meeting. The Chairperson of the Committee will notify all affected parties of a hearing date no less than five working days prior to the hearing and will distribute all necessary documentation.

The Campus/Center Grade Appeals Committee will review the *Grade Appeal Request Package*. It will consider whether or not the Faculty member followed the College grading policy as specified in the Catalog, in the *Broward Community College Policy Manual*, in the *Broward Community College Faculty/Staff Handbook*, and in the course syllabus. The student and Faculty member will be advised of the Campus/Center Grade Appeals Committee's decision by the Academic Dean/Center Administrator within five working days of the hearing. The decision of the Campus/Center Grade Appeals Committee will be final and binding, pending a review of the decision and the documentation by the Vice President for Academic Affairs for completeness and consistency.

Grade Appeal Process For Academic Dishonesty

The students, Faculty, administration and staff at Broward Community College value academic honesty as the foundation of the teaching and learn-

ing process and are committed to cultivating an environment whereby personal and professional responsibility and accountability are central to all operations.

Breaches of the College’s Student Code of Conduct pertaining to academic dishonesty (A6Hx2-5.02) may result in academic penalties at the discretion of the instructor and referral for disciplinary action through student affairs. Academic penalties may include, but are not limited to, a failing grade for a particular assignment or a failing grade for a particular course. Limited access programs, such as health sciences, may outline in program handbooks the sanctions for academic dishonesty which may include dismissal from the program.

Each Faculty member shall communicate in writing a statement on the consequences of academic dishonesty within the first week of the course. In addition to any academic penalties imposed by the Faculty member, the student may be referred to the chief student affairs officer of the campus/center for violations of the Student Code of Conduct.

Preliminary Action: Resolution with the Faculty Member. If a student thinks that he/she has been unfairly accused of academic dishonesty, the student shall meet or communicate with the Faculty member within five working days of the accusation in an attempt to settle the matter. If the student is uncomfortable with approaching the Faculty member, the Department Head/Center Administrator may arrange and attend the meeting between the student and the faculty member.

If the resolution cannot be reached between the Faculty member and student, the student may begin the three-step formal Grade Appeal Process for Academic Dishonesty as outlined below. The purpose of this process is to determine whether or not there is sufficient evidence to uphold the student’s assertion of innocence.

Should the Faculty member no longer be in the College’s employ and/or be unreachable by any means when the student files an appeal, then the student may initiate this process with the Department Head/Center Administrator.

At any step, if the student and the Faculty member agree to a resolution of the issue, the appeal process is concluded. Deviations from the time frames stipulated in the Grade Appeal Process for Academic Dishonesty must be agreed to by both the student and the Faculty member.

Adjunct faculty may request the assistance of a full-time Faculty mentor during the appeal process.

Step 1: Submission of Documents. The student will obtain a Grade Appeal for Academic Dishonesty Request Package from the Student Affairs Office or the Department Head/Center Administrator’s Office.

In the completion of this package, the student must include all issues and arguments and must attach all pertinent forms, paperwork, and evidence that he/she wishes to be considered in the appeal. The student must make the written appeal no later than five working days after meeting with the Faculty member.

The process begins with the student submitting the Grade Appeal for Academic Dishonesty Request Package to the Faculty member through the Department Head/Center Administrator. In the absence of extraordinary circumstances, failure to complete the Grade Appeal for Academic Dishonesty Request Package during the designated time period will end the student's right to appeal.

Students will be allowed to continue attending the class during the appeal process. Students taking sequential courses will be allowed to enroll for subsequent classes, but they are cautioned that should they lose their appeal, they will be removed from the classes. Any tuition and fees paid for classes from which the student is withdrawn subsequent to this provision will be refunded to them.

Step 2: Mediation by Department Head. The Department Head will have five working days to set a date acceptable to all parties for a mediation session. The Faculty member will submit in writing all relevant documentation to the Department Head prior to the mediation session. This mediation session shall be within ten working days of the receipt of the Grade Appeal for Academic Dishonesty Request Package from the student as a result of Step 1.

Following the mediation session, the Department Head will submit in writing to the student the outcome of the mediation session. If the Faculty member has declined to rescind the allegation of academic dishonesty, the Department Head will convey the Faculty member's rationale to the student in the formal reply. The student will be afforded five working days to decide if he/she desires to pursue the appeal with the Campus/Center Grade Appeals Committee.

Step 3: A Hearing Before the Campus/Center Grade Appeals Committee. If the student is dissatisfied with the results of the Department Head's mediation, he/she may notify the Campus Academic Dean/Center Administrator within five working days of receiving the Department Head's response from Step 2. The Department Head will forward the Grade Appeal for Academic Dishonesty Request Package to the Campus Academic Dean/Center Administrator. The Campus Academic Dean/Campus Administrator will submit the Grade Ap-

peal for Academic Dishonesty Request Package to the Campus/Center Grade Appeals Committee. For purposes of this procedure, the Center for Health Sciences and the Willis Holcombe Center will be considered separate campuses.

The membership of the Campus/Center Grade Appeals Committee will be chosen from a resource pool of Faculty, advisors, counselors, and students. The pool will be jointly appointed by the Campus Academic Dean/Center Administrator and the Faculty Senate President. The Campus Academic Dean/Center Administrator will convene the Committee, which will be comprised of seven members from the pool, and serve as the Chairperson. Faculty will constitute a majority of the Committee. Only one member may be from the affected department. One member will be a student. The remaining members of the Committee will be representative of a cross-section of academic disciplines and student personnel areas.

The Campus/Center Grade Appeals Committee will meet on an as-needed basis. The Committee will have ten working days from the time the Grade Appeal for Academic Dishonesty Request Package is received to hold a meeting. The Chairperson of the Committee will notify all affected parties of a hearing date no less than five working days prior to the hearing and will distribute all necessary documentation.

The Campus/Center Grade Appeals Committee will review the Grade Appeal for Academic Dishonesty Request Package and will consider whether or not there is sufficient evidence to support the student's claim of innocence as it relates to academic dishonesty. The student and the Faculty member will be advised in writing of the committee's decision by the Academic Dean/Center Administrator within five working days of the hearing. The decision of the Campus/Center Grade Appeals Committee will be final and binding, pending a review of the decision and the documentation by the Vice President for Academic Affairs for completeness and consistency.

Religious observances

Religious observances (BCC Policy 6Hx2-4.20)

The Religious Observance policy assures the right and freedom of religious choice on campus:

Broward Community College values the right and freedom of religious

choice by all individuals. Accordingly, the College will seek not to schedule major college events, such as major class assignments, major examinations, and official ceremonies, on major religious holidays whenever practicable. Reasonable alternatives shall be provided for students to carry out their responsibilities as students when their religious observance, practice and belief interfere with admission, registration, class attendance, examinations, class work assignments, and participation in official ceremonies.

Students may seek redress when they believe they have been unreasonably denied educational benefits because of their religious beliefs or practices by Community College Policy 6Hx2-4.19, Grades and Grade Appeal Process.

Students shall notify instructors in advance of absences to observe religious holy days in their own faith, and shall be excused from such absences without penalty. However, if non-penalized absences occur on the first day of class, students shall notify their instructors of the reasons for their absences at the next class meeting. Students shall be held responsible for material covered during their absences and shall be granted a reasonable time to make up any work or tests missed for non-penalized absences.

All absences shall be subject to the provisions of Broward Community College Policy 6Hx2-4.18, Class Attendance.

Notes

AUGUST 2005

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22 Sessions I & II classes begin	23	24 Session II last day to drop and last day for 100% refund	25	26 Session I last day to drop and last day for 100% refund Weekend college Sessions I & II classes begin	27
28	29	30 Weekend College Session II last day to drop and last day for 100% refund	31	1	2	3

SEPTEMBER 2005

S	M	T	W	T	F	S
28	29	30	31	1 Weekend College Session I last day to drop and last day for 100% refund	2	3
4	5 Labor Day no classes day or evening	6	7	8	9	10
11	12	13	14 Session III classes begin	15	16 Session III last day to drop and last day for 100% refund Weekend College Session III classes begin Midterm session II	17
18	19 Weekend College Session III Last day to drop and last day for 100% refund	20	21	22	23 Last day to withdraw Session II Last day to change from credit to audit Session II	24
25	26	27	28	29	30	1

OCTOBER 2005

S	M	T	W	T	F	S
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13 Fall Holiday No classes Day or evening	14 Session II last day of classes	15
16	17 Session IV classes begin	18 Midterm Session I	19 Session IV last day to drop and last day for 100% refund	20	21 Session IV weekend college begins	22
23 30	24 Weekend College Session IV last day to drop and last day for 100% refund 31	25 Midterm Session III	26	27	28 Last day to withdraw Session I Last day to change from credit to audit Session I	29

NOVEMBER 2005

S	M	T	W	T	F	S
30	31	1	2	3 Last day to withdraw Session III Last day to change from credit to audit Session III	4	5
6	7	8	9	10 Midterm session IV	11 Veterans Day no classes day or evening	12
13	14	15	16	17 Last day to withdraw Session IV Last day to change from credit to audit Session IV	18	19
20	21	22	23 Thanksgiving no evening classes	24 Thanksgiving no classes day or evening Nov 24-27	25	26
27 Thanksgiving no classes day or evening Nov 24-27	28	29	30	1	2	3

DECEMBER 2005

S	M	T	W	T	F	S
27	28	29	30	1	2	3
4	5	6	7	8 Last day of classes Session III	9 Final exams Dec 9-15 Last day of classes Session IV	10
11	12	13	14	15 Final exams Dec 9-15 Last day of classes Session I	16 Graduation	17 College offices closed Dec 17-Jan 1
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY 2006

S	M	T	W	T	F	S
1 College offices closed Dec 17-Jan 1	2	3	4	5 Sessions I & II classes begin	6 Weekend College Sessions I & II classes begin	7
8	9 Session II last day to drop and last day for 100% refund Weekend College Session II last day to drop and last day for 100% refund	10	11 Session I last day to drop and last day for 100% refund	12 Weekend College Session I last day to drop and last day for 100% refund	13	14
15	16 Martin L. King, Jr. Birthday no classes day or evening	17	18	19	20	21
22	23 Session III classes begin	24	25 Session III last day to drop and last day for 100% refund	26	27 Weekend College Session III classes begin	28
29	30 Weekend College Session III last day to drop and last day for 100% refund	31	1	2	3	4

FEBRUARY 2006

S	M	T	W	T	F	S
29	30	31	1 Midterm Session II	2	3	4
5	6	7 Last day to withdraw Session II Last day to change from credit to audit Session II	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24 Colleague Recognition Day no classes day or evening	25
26	27	28 Last day of classes Session II	1	2	3	4

MARCH 2006

S	M	T	W	T	F	S
26	27	28	1 Session IV classes begin	2 Grades due Session II	3 Weekend College Session IV classes begin Midterm Session I	4
5	6 Session IV & Weekend College Session IV Last day to drop and last day for 100% refund Midterm session III	7	8	9	10	11
12	13 Spring Break March 13-19	14	15	16	17	18
19 Spring Break March 13-19	20	21	22 Last day to withdraw Session I Last day to change from credit to audit Session I	23	24	25
26	27	28	29 Last day to withdraw Session III Last day to change from credit to audit Session III	30	31	1

APRIL 2006

S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3 Midterm Session IV	4	5	6	7	8
9	10 Last day to withdraw Session IV Last day to change from credit to audit Session IV	11	12	13	14	15
16	17	18	19	20	21 Last day of classes Session III	22
23 30	24	25	26	27	28 Last day of classes Session IV	29 Final exams April 29-May 5

MAY 2006

S	M	T	W	T	F	S
30	1	2	3	4 Last day of classes Session I	5 Final exams April 29-May 5 Graduation	6
7	8	9	10 Sessions I & II classes begin	11	12 Weekend College Sessions I & II classes begin	13
14	15 Weekend College Session II & Session II last day to drop and last day for 100% refund	16 Session I last day to drop and last day for 100% refund	17	18 Weekend College Session I last day to drop and last day for 100% refund	19	20
21	22	23	24	25	26	27
28	29 Memorial Day no classes day or evening	30	31	1	2	3

JUNE 2006

S	M	T	W	T	F	S
28	29	30	31	1 Midterm Session II	2	3
4	5 Last day to withdraw Session II Last day to change from credit to audit Session II	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22 Midterm Session I Last day of classes Session II	23 Summer Holiday June 23-25 no classes day or evening	24
25 Summer Holiday June 23-25 no classes day or evening	26 Session III classes begin	27	28 Session III last day to drop and last day for 100% refund	29	30 Weekend College Session III classes begin	1

JULY 2006

S	M	T	W	T	F	S
25	26	27	28	29	30	1
2	3 Independence Day no classes day or evening	4 Independence Day no classes day or evening	5 Weekend College Session III last day to drop and last day for 100% refund	6 Last day to withdraw Session I Last day to change from credit to audit Session I	7	8
9	10	11	12	13	14	15
16	17	18	19 Midterm Session III	20	21	22
23 30	24 Last day to withdraw Session III Last day to change from credit to audit Session III 31	25	26	27	28	29

AUGUST

2005

SATURDAY	JUL	30	SUNDAY	JUL	31
MONDAY					1
TUESDAY					2
WEDNESDAY					3
THURSDAY					4
FRIDAY					5

AUGUST

2005

SATURDAY	6	SUNDAY	7
MONDAY	8		
TUESDAY	9		
WEDNESDAY	10		
THURSDAY	11		
FRIDAY	12		

AUGUST

2005

SATURDAY	13	SUNDAY	14
MONDAY		15	
TUESDAY		16	
WEDNESDAY		17	
THURSDAY		18	
FRIDAY		19	

AUGUST

2005

SATURDAY	20	SUNDAY	21
MONDAY		22	
TUESDAY		23	
WEDNESDAY		24	
THURSDAY		25	
FRIDAY		26	

SEPTEMBER

2005

SATURDAY	AUG	27	SUNDAY	AUG	28
MONDAY		AUG			29
TUESDAY		AUG			30
WEDNESDAY		AUG			31
THURSDAY					1
FRIDAY					2

SEPTEMBER

2005

SATURDAY	3	SUNDAY	4
MONDAY		5	
TUESDAY		6	
WEDNESDAY		7	
THURSDAY		8	
FRIDAY		9	

SEPTEMBER

2005

SATURDAY	10	SUNDAY	11
MONDAY		12	
TUESDAY		13	
WEDNESDAY		14	
THURSDAY		15	
FRIDAY		16	

SEPTEMBER

2005

SATURDAY	17	SUNDAY	18
MONDAY			19
TUESDAY			20
WEDNESDAY			21
THURSDAY			22
FRIDAY			23

SEPTEMBER

2005

SATURDAY	24	SUNDAY	25
MONDAY		26	
TUESDAY		27	
WEDNESDAY		28	
THURSDAY		29	
FRIDAY		30	

Student Records

Business Life

Student Health & Wellness

Future

Education

October

November

December

January

February

March

April

May

June

July

August

OCTOBER

2005

SATURDAY1	SUNDAY2
MONDAY3	
TUESDAY4	
WEDNESDAY5	
THURSDAY6	
FRIDAY7	

OCTOBER

2005

SATURDAY	8	SUNDAY	9
MONDAY	10		
TUESDAY	11		
WEDNESDAY	12		
THURSDAY	13		
FRIDAY	14		

OCTOBER

2005

SATURDAY	15	SUNDAY	16
MONDAY		17	
TUESDAY		18	
WEDNESDAY		19	
THURSDAY		20	
FRIDAY		21	

OCTOBER

2005

SATURDAY	22	SUNDAY	23
MONDAY		24	
TUESDAY		25	
WEDNESDAY		26	
THURSDAY		27	
FRIDAY		28	

NOVEMBER

2005

SATURDAY	OCT	29	SUNDAY	OCT	30
MONDAY		OCT			31
TUESDAY					1
WEDNESDAY					2
THURSDAY					3
FRIDAY					4

NOVEMBER

2005

SATURDAY	5	SUNDAY	6
MONDAY		7	
TUESDAY		8	
WEDNESDAY		9	
THURSDAY		10	
FRIDAY		11	

NOVEMBER

2005

SATURDAY	12	SUNDAY	13
MONDAY		14	
TUESDAY		15	
WEDNESDAY		16	
THURSDAY		17	
FRIDAY		18	

NOVEMBER

2005

SATURDAY	19	SUNDAY	20
MONDAY		21	
TUESDAY		22	
WEDNESDAY		23	
THURSDAY		24	
FRIDAY		25	

DECEMBER

2005

SATURDAY	NOV	26	SUNDAY	NOV	27
MONDAY		NOV			28
TUESDAY		NOV			29
WEDNESDAY		NOV			30
THURSDAY					1
FRIDAY					2

DECEMBER

2005

SATURDAY	3	SUNDAY	4
MONDAY		5	
TUESDAY		6	
WEDNESDAY		7	
THURSDAY		8	
FRIDAY		9	

DECEMBER 2005

SATURDAY 10	SUNDAY 11
MONDAY 12	
TUESDAY 13	
WEDNESDAY 14	
THURSDAY 15	
FRIDAY 16	

DECEMBER

2005

SATURDAY	17	SUNDAY	18
MONDAY		19	
TUESDAY		20	
WEDNESDAY		21	
THURSDAY		22	
FRIDAY		23	

DECEMBER

2005

SATURDAY	24	SUNDAY	25	
MONDAY				26
TUESDAY				27
WEDNESDAY				28
THURSDAY				29
FRIDAY				30

JANUARY

2006

SATURDAY	DEC	31	SUNDAY	1
MONDAY				2
TUESDAY				3
WEDNESDAY				4
THURSDAY				5
FRIDAY				6

JANUARY

2006

SATURDAY	7	SUNDAY	8
MONDAY	9		
TUESDAY	10		
WEDNESDAY	11		
THURSDAY	12		
FRIDAY	13		

JANUARY

2006

SATURDAY	14	SUNDAY	15	
MONDAY				16
TUESDAY				17
WEDNESDAY				18
THURSDAY				19
FRIDAY				20

JANUARY

2006

SATURDAY	21	SUNDAY	22
MONDAY		23	
TUESDAY		24	
WEDNESDAY		25	
THURSDAY		26	
FRIDAY		27	

FEBRUARY

2006

SATURDAY	JAN	28	SUNDAY	JAN	29
MONDAY		JAN			30
TUESDAY		JAN			31
WEDNESDAY					1
THURSDAY					2
FRIDAY					3

FEBRUARY

2006

SATURDAY	4	SUNDAY	5
MONDAY	6		
TUESDAY	7		
WEDNESDAY	8		
THURSDAY	9		
FRIDAY	10		

FEBRUARY

2006

SATURDAY	11	SUNDAY	12
MONDAY		13	
TUESDAY		14	
WEDNESDAY		15	
THURSDAY		16	
FRIDAY		17	

Student Affairs

Student Life

Students & Responsibilities

August

September

October

November

December

January

February

March

April

May

June

July

FEBRUARY

2006

SATURDAY	18	SUNDAY	19
MONDAY		20	
TUESDAY		21	
WEDNESDAY		22	
THURSDAY		23	
FRIDAY		24	

MARCH

2006

SATURDAY25	SUNDAY26
MONDAY27	
TUESDAY28	
WEDNESDAY1	
THURSDAY2	
FRIDAY3	

MARCH 2006

SATURDAY	4	SUNDAY	5
MONDAY	6		
TUESDAY	7		
WEDNESDAY	8		
THURSDAY	9		
FRIDAY	10		

MARCH

2006

SATURDAY	11	SUNDAY	12	
MONDAY				13
TUESDAY				14
WEDNESDAY				15
THURSDAY				16
FRIDAY				17

MARCH

2006

SATURDAY	18	SUNDAY	19
MONDAY	20		
TUESDAY	21		
WEDNESDAY	22		
THURSDAY	23		
FRIDAY	24		

MARCH

2006

SATURDAY	25	SUNDAY	26
MONDAY		27	
TUESDAY		28	
WEDNESDAY		29	
THURSDAY		30	
FRIDAY		31	

APRIL

2006

SATURDAY1	SUNDAY2
MONDAY3	
TUESDAY4	
WEDNESDAY5	
THURSDAY6	
FRIDAY7	

APRIL

2006

SATURDAY	8	SUNDAY	9
MONDAY		10	
TUESDAY		11	
WEDNESDAY		12	
THURSDAY		13	
FRIDAY		14	

APRIL

2006

SATURDAY	15	SUNDAY	16
MONDAY		17	
TUESDAY		18	
WEDNESDAY		19	
THURSDAY		20	
FRIDAY		21	

Student
Affairs
Student Life
Student Rights &
Responsibilities
August
September
October
November
December
January
February
March
April
May
June
July

APRIL

2006

SATURDAY	22	SUNDAY	23
MONDAY		24	
TUESDAY		25	
WEDNESDAY		26	
THURSDAY		27	
FRIDAY		28	

MAY

2006

SATURDAY	APR	29	SUNDAY	APR	30
MONDAY			1		
TUESDAY			2		
WEDNESDAY			3		
THURSDAY			4		
FRIDAY			5		

MAY

2006

SATURDAY	6	SUNDAY	7
MONDAY		8	
TUESDAY		9	
WEDNESDAY		10	
THURSDAY		11	
FRIDAY		12	

MAY

2006

SATURDAY	13	SUNDAY	14
MONDAY		15	
TUESDAY		16	
WEDNESDAY		17	
THURSDAY		18	
FRIDAY		19	

MAY

2006

SATURDAY	20	SUNDAY	21
MONDAY		22	
TUESDAY		23	
WEDNESDAY		24	
THURSDAY		25	
FRIDAY		26	

JUNE

2006

SATURDAY	MAY	27	SUNDAY	MAY	28
MONDAY		MAY	29		
TUESDAY		MAY	30		
WEDNESDAY		MAY	31		
THURSDAY			1		
FRIDAY			2		

JUNE

2006

SATURDAY	3	SUNDAY	4
MONDAY		5	
TUESDAY		6	
WEDNESDAY		7	
THURSDAY		8	
FRIDAY		9	

JUNE

2006

SATURDAY	10	SUNDAY	11
MONDAY		12	
TUESDAY		13	
WEDNESDAY		14	
THURSDAY		15	
FRIDAY		16	

JUNE

2006

SATURDAY	17	SUNDAY	18
MONDAY		19	
TUESDAY		20	
WEDNESDAY		21	
THURSDAY		22	
FRIDAY		23	

JUNE

2006

SATURDAY	24	SUNDAY	25
MONDAY		26	
TUESDAY		27	
WEDNESDAY		28	
THURSDAY		29	
FRIDAY		30	

JULY

2006

SATURDAY	1	SUNDAY	2
MONDAY		3	
TUESDAY		4	
WEDNESDAY		5	
THURSDAY		6	
FRIDAY		7	

JULY

2006

SATURDAY	8	SUNDAY	9
MONDAY	10		
TUESDAY	11		
WEDNESDAY	12		
THURSDAY	13		
FRIDAY	14		

JULY

2006

SATURDAY	15	SUNDAY	16
MONDAY		17	
TUESDAY		18	
WEDNESDAY		19	
THURSDAY		20	
FRIDAY		21	

JULY

2006

SATURDAY	22/29	SUNDAY	23/30
MONDAY			24/31
TUESDAY			25
WEDNESDAY			26
THURSDAY			27
FRIDAY			28

COLLEGE CALENDAR 2005-2006

TERM I (20061)

	Session I Aug 22-Dec 15	Session II Aug 22-Oct 14	Session III Sept 14-Dec 8	Session IV Oct 17-Dec 9
REGISTRATION AND ADVISEMENT				
1. Registration: Graduation Candidates*	Jun 1-Aug 21	Jun 1-Aug 21	Jun 1-Sept 13	Jun 1-Oct 16
2. Registration: Continuing Students	Jun 2-Aug 21	Jun 2-Aug 21	Jun 2-Sept 13	Jun 2-Oct 16
3. Registration: New/Re-Entry Students	Jun 21-Aug 21	Jun 21-Aug 21	Jun 21-Sept 13	Jun 21-Oct 16
4. Registration: State employees for waiver	Aug 19	Aug 19	Sept 13	Oct 14
5. CLASSES BEGIN 8:00 AM	Aug 22	Aug 22	Sept 14	Oct 17
6. Weekend College Classes Begin**	Aug 26	Aug 26	Sept 16	Oct 21
7. Last Day for Drop and Last Day for 100% Refund***	Aug 26	Aug 24	Sept 16	Oct 19
8. Last Day to Drop for 100% Refund for Weekend College**	Sept 1	Aug 30	Sept 19	Oct 24
HOLIDAY (Labor Day)				
No classes day or evening	Sept 5	Sept 5		
HOLIDAY (Fall Holiday)				
No classes Day or evening	Oct 13	Oct 13	Oct 13	
MIDTERM				
	Oct 18	Sept 16	Oct 25	Nov 10
LAST DAY TO WITHDRAW FROM ANY CLASS				
	Oct 28	Sept 23	Nov 3	Nov 17
LAST DAY TO CHANGE FROM CREDIT TO AUDIT****				
	Oct 28	Sept 23	Nov 3	Nov 17
HOLIDAY (Veterans' Day)				
No classes day or evening	Nov 11		Nov 11	Nov 11
HOLIDAY (Thanksgiving)				
No evening classes	Nov 23		Nov 23	Nov 23
No classes day or evening	Nov 24-Nov 27		Nov 24-Nov 27	Nov 24-Nov 27
LAST DAY OF CLASSES				
	Dec 15	Oct 14	Dec 8	Dec 9
FINAL EXAMINATIONS				
	Dec 9-15	Last Class Meeting	Last Class Meeting	Last Class Meeting
GRADUATION				
	Dec 16	Dec 16	Dec 16	Dec 16
GRADES DUE IN THE CAMPUS				
REGISTRATION OFFICE BY 3:00 PM	Dec 16	Oct 18	Dec 16	Dec 16

* Special registration for students within 15 hours (or less) of degree completion.

** Weekend College has a separate calendar.

*** Last day to withdraw from College Prep Classes and not have enrollment in class counted as an attempt.

**** Students wishing to change from credit to audit after the drop period has ended, must receive instructor permission. This will also count as an attempt in that subject area.

College offices will be closed from December 17, 2005 through January 1, 2006. Registration on the web will be available except December 25, 2005 and January 1, 2006.

Note: Session I Friday evening, Saturday, and Sunday classes will have final examinations on December 9-12, 2005.

Note: Refunds permitted if withdrawals are done prior to the second class meeting for short courses that meet less than eight weeks.

COLLEGE CALENDAR 2005-2006

TERM II (20062)

	Session I Jan 5-May 4	Session II Jan 5-Feb 28	Session III Jan 23-Apr 21	Session IV Mar 1-Apr 28
REGISTRATION AND ADVISEMENT				
1. Pre-Registration: Graduation Candidates*	Nov 1-Jan 4	Nov 1-Jan 4	Nov 1-Jan 22	Nov 1-Feb 28
2. Registration: Continuing Students	Nov 2-Jan 4	Nov 2-Jan 4	Nov 2-Jan 22	Nov 2-Feb 28
3. Registration: New/Re-Entry Students	Nov 28-Jan 4	Nov 28-Jan 4	Nov 28-Jan 22	Nov 28-Feb 28
4. Registration: State employees for waiver	Jan 4	Jan 4	Jan 20	Feb 28
5. CLASSES BEGIN 8:00 AM	Jan 5	Jan 5	Jan 23	Mar 1
6. Weekend College Classes Begin**	Jan 6	Jan 6	Jan 27	Mar 3
7. Last Day for Drop and Last Day for 100% Refund***	Jan 11	Jan 9	Jan 25	Mar 6
8. Last Day to Drop for 100% Refund for Weekend College**	Jan 12	Jan 9	Jan 30	Mar 6
HOLIDAY (Martin L. King, Jr. Birthday)				
No classes day or evening	Jan 16	Jan 16		
COLLEAGUE RECOGNITION DAY				
No classes day or evening	Feb 24	Feb 24	Feb 24	
MIDTERM				
	Mar 3	Feb 1	Mar 6	Apr 3
HOLIDAY (Spring Break)				
	Mar 13-19		Mar 13-19	Mar 13-19
LAST DAY TO WITHDRAW FROM ANY CLASS				
	Mar 22	Feb 7	Mar 29	Apr 10
LAST DAY TO CHANGE FROM CREDIT TO AUDIT****				
	Mar 22	Feb 7	Mar 29	Apr 10
LAST DAY OF CLASSES				
	May 4	Feb 28	Apr 21	Apr 28
FINAL EXAMINATIONS				
	Apr 29-May 4	Last Class Meeting	Last Class Meeting	Last Class Meeting
GRADUATION				
	May 5	May 5	May 5	May 5
GRADES DUE IN THE CAMPUS				
REGISTRATION OFFICE BY 3:00 PM	May 5	Mar 2	May 5	May 5

* Special registration for students within 15 hours (or less) of degree completion.

** Weekend College has a separate calendar.

*** Last day to withdraw from College Prep Classes and not have enrollment in class counted as an attempt.

**** Students wishing to change from credit to audit after the drop period has ended, must receive instructor permission. This will also count as an attempt in that subject area.

College offices will be closed from December 17, 2005 through January 1, 2006. Registration on the web will be available except December 25, 2005 and January 1, 2006.

Note: Session I Friday evening, Saturday, and Sunday classes will have final examinations on April 29-May 4, 2006.

Note: Refunds permitted if withdrawals are done prior to the second class meeting for short courses that meet less than eight weeks.

COLLEGE CALENDAR 2005-2006

TERM III (20063)

	Session I May 10-Aug 9	Session II May 10-Jun 23	Session III Jun 26-Aug 9
REGISTRATION AND ADVISEMENT			
1. Pre-Registration: Graduation Candidates*	Mar 6-May 9	Mar 6-May 9	Mar 6-Jun 25
2. Registration: Continuing Students	Mar 7-May 9	Mar 7-May 9	Mar 7-Jun 25
3. Registration: New/Re-Entry Students	Apr 3-May 9	Apr 3-May 9	Apr 3-Jun 25
4. Registration: State employees for waiver	May 9	May 9	Jun 23
5. CLASSES BEGIN 8:00 AM	May 10	May 10	June 26
6. Weekend College Classes Begin**	May 12	May 12	June 30
7. Last Day for Drop and Last Day for 100% Refund***	May 16	May 15	June 28
8. Last Day to Drop for 100% Refund for Weekend College**	May 18	May 15	July 5
HOLIDAY (Memorial Day)			
No classes day or evening	May 29	May 29	
MIDTERM			
	Jun 22	Jun 1	July 19
SUMMER HOLIDAY			
	Jun 23-25		
LAST DAY TO WITHDRAW FROM ANY CLASS			
	July 6	Jun 5	July 24
LAST DAY TO CHANGE FROM CREDIT TO AUDIT****			
	July 6	Jun 5	July 24
HOLIDAY (Independence Day)			
	July 3-4		July 3-4
LAST DAY OF CLASSES			
	Aug 9	Jun 22	Aug 9
FINAL EXAMINATIONS			
	Last Class Meeting	Last Class Meeting	Last Class Meeting
GRADES DUE IN THE CAMPUS REGISTRATION OFFICE BY 3:00 PM			
	Aug 10	Jun 23	Aug 10

Alternate Friday classes are divided as follows:

Session II

Monday and Wednesday classes will meet on May 19, June 2, and June 16, 2006.

Tuesday and Thursday classes will meet on May 11, May 25, and June 8, 2006.

Session III

Monday and Wednesday classes will meet on June 28, July 12, and July 26, 2006.

Tuesday and Thursday classes will meet on July 10, July 24, and August 7, 2006.

*Special registration for students within 15 hours (or less) of degree completion.

**Weekend College has a separate calendar.

***Last day to withdraw from College Prep Classes and not have enrollment in class counted as an attempt.

****Students wishing to change from credit to audit after the drop period has ended, must receive instructor permission. This will also count as an attempt in that subject area.

Notes

2005-2006 PLANNER DESIGNED BY
CHRIS CUTRO & JENNIFER SHAPIRO



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